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**THE UNIVERSITY
OF ILLINOIS**

LIBRARY
027.142
N893R
1915/16-1925/26

CITY OF NORWICH

ANNUAL REPORT

OF THE

Public Library Committee

TO THE

TOWN COUNCIL

For the Year ended 31st March, 1916

COMMITTEE:

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ALDERMAN HENRY J. COPEMAN, J.P.

*Vice-Chairman—*ALDERMAN R. G. BAGSHAW, J.P.

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NORWICH (H. C. BEECHING,
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F. W. HARMER, J.P., F.G.S.,
F.R. MET. SOC.

WALTER RYE

*Town Clerk—*ARNOLD H. MILLER.

*City Librarian—*GEO. A. STEPHEN, F.L.A.

*Sub-Librarian—*CHARLES NOWELL, M.L.A.

027.142

N893R

1915/16 - 1925/26

CITY OF NORWICH

PUBLIC LIBRARY

ANNUAL REPORT, 1915-16

The Public Library Committee has pleasure in presenting the following Report on the work accomplished during the financial year ended 31st March, 1916.

THE LIBRARY IN WAR-TIME.

The Committee realised that there are special national functions which the Library can fulfil during the present period of stress and strain, and its work has been done accordingly. The necessity and wisdom of maintaining the intellectual efficiency of the nation has been frequently reiterated by educationists and the press, and was forcibly expressed by the *Saturday Review* :—

“There are some things in which people cannot afford to economize without mistaking the whole purpose of economy. It will not materially help the country financially to economize in things of the mind—in good print, in music, or in any of the things which give a genuine grace and dignity to life. The financial results of such economy are small, and they are tremendously outweighed by the irreparable loss to the country of intellectual force and of all means by which a nation's spirit is kept alive and fresh.

“More especially let English literature be the last thing to be cut out of the list of necessary things. Those who think of literature as a mere luxury, to be cut down with as little compunction as petrol or asparagus, are exceedingly ill-advised. They can have very little idea as to what precisely it is we are fighting to preserve. The nation which is starved in mind and fancy is as little likely to survive the searching test of war as the nation which is starved for bread and cheese.”

The Central Committee for National Patriotic Organizations (of which the Prime Minister is the Hon. President and the Earl of Rosebery and the Right Hon. Arthur J. Balfour are Vice-Presidents), recognising the great importance of the public studying the deeper causes which led to the present European War, and of understanding the significance of current events, issued a number of leaflets and two select bibliographies relating to the war. Several thousand of the leaflets were distributed at the Library, and a Sub-Committee was appointed to deal with the problem of war literature. A selection was obtained of the best of several

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thousand books and pamphlets which have been published on the countries at war, the origin, causes, and histories of the war, and on the matters involved. The books thus purchased made the Library's collection of war books a thoroughly representative one, and an annotated and classified catalogue of the books was published in the January number of the "Readers' Guide." This catalogue was favourably noticed in the press, and in acknowledging it as "a very useful war bibliography" Prof. G. W. Prothero, M.A., LITT.D., the compiler of the bibliographies issued by the Central Committee for National Patriotic Organizations, wrote: "The people of Norwich are indeed fortunate in having their instruction so well provided for, and their private reading so facilitated." The collection has been already much appreciated. The citizens of Norwich now have an opportunity of reading the best books on the origin, causes and history of the present conflict, and the meaning of the civilization for which the Allies are fighting, and also some of the best books dealing not too technically with the science and methods of war, which enable readers to see in their true perspective the happenings of the moment as they are reported in the daily papers.

The Library is also serving a valuable war purpose by affording the soldiers billeted in Norwich with facilities for recreative reading and study, thus doing for them what the Camps Library and the Fighting Forces Book Council are striving to do for soldiers who have not access to Public Libraries. Early in the year the Committee decided that in addition to the use of the Reading Rooms and Reference Library, the soldiers should be allowed to use freely the Lending Library, and many have availed themselves of the privilege. Officers and men have expressed their appreciation and gratitude for the general use of all departments of the Library. In October the City Librarian contributed to the local papers some extensive notes on "What soldiers read," which shewed that their reading was very varied in character, and embraced all branches of knowledge—an interesting illustration of the high mental quality of the great British Army.

In a less obvious manner the Library is serving another valuable purpose by providing literature which will afford relaxation to those people who are subjected to mental strain caused by sustained work at high pressure, and which will help to maintain the morale of those whose minds require to be diverted from intense preoccupation with the war.

The managers of the Camps Library, an organization for providing libraries for all the camps of the British armies at home and abroad, appealed to Public Libraries for assistance, and in February this Committee decided to assist in making the appeal effective. Some of the Library's worn-out books were sent, and a

notice was exhibited at the Library stating that readers desirous of sending books and magazines to the Camps Library could leave them at the Library, 2,000 leaflets sent by the Camps Library were distributed to borrowers, and a public appeal was made in the local papers by the City Librarian. About 1,300 books and magazines were forwarded to the Camps Library. The Committee decided to render additional assistance to the Camps Library by promising to send to it the proceeds from the sale of shilling tickets for the lecture on "Shakespeare" (see page 11) which will be given by the Dean of Norwich on May 3rd.

STOCK.

During the year 2,326 volumes and 456 pamphlets were added by purchase or gift, 1,334 volumes being located in the Lending Library, 742 volumes and 17 pamphlets in the Reference Library, and 250 volumes and 439 pamphlets in the Local Collection.

LENDING LIBRARY.

The Lending Library stock on the 31st March consisted of 18,506 volumes, the number of volumes in each class being shown in the statistical table printed on page 13. During the year 581 worn-out books were withdrawn, and of these 475 have been replaced. The year's work in this department has been greatly expedited as the work of reorganization was completed at the close of last year.

CATALOGUES: THE READERS' GUIDE.

The series of classified and annotated catalogues of the books in the Lending Library, which have been published regularly every alternate month since November, 1911, in the "Readers' Guide," was completed in the May issue, which contained the second and concluding portion of the classified catalogue of the Religion Section. The subsequent numbers of the "Readers' Guide" contained the usual annotated list of books added to the Library, and a catalogue of books on a special subject. In the July number was published the first of a series of special catalogues of literature relating to Norfolk Celebrities, which was devoted to Lord Nelson. An extensive catalogue of books, pamphlets and articles relating to Norfolk Artists followed in the issues for September and November. These special catalogues, being very comprehensive in scope, not only make the Local Collection of greater utility to the citizens of Norwich, but they serve a wider purpose as select bibliographies of their respective subjects; 100 copies of each of these catalogues were reprinted as pamphlets for sale at 6d. each, and 72 were sold. A catalogue of books on the great European War (see page 4) was published

in January, and a Shakespeare catalogue (see page 11) was published in March.

The fifth edition of the Fiction Catalogue became out of print in September, and a sixth edition was published early in October. The total number of the various catalogues which have been sold is 4,365 as compared with 3,852 sold last year.

The continuation of the author catalogue and the title catalogue on cards (made by mounting the printed entries on cards and arranging them in a cabinet for public use) proceeded concurrently with each issue of the "Readers' Guide," and they are now complete. As many books have been added to the various sections of the Lending Library since the publication of the classified catalogues, a complete classified catalogue on cards, with numerous subject guide-cards, to facilitate reference, was prepared, and made available for public use in January. These card catalogues enable borrowers to ascertain easily the indicator number of any book in the Lending Library, whether they know its author's name, its subject, or its title, and they also show the titles of all books in the Library by a particular author, or dealing with a specific subject.

BORROWERS.

2,482 tickets have been issued to new borrowers, viz., 1,305 ordinary tickets, 670 juvenile tickets, and 507 students' tickets. There are now 7,614 tickets in force, viz., 4,453 ordinary tickets, 1,447 juvenile tickets, and 1,714 students' tickets.

ISSUES.

A statistical table is given on page 13 showing the monthly issues of books from each class during the year for home reading. The Lending Library was open on $281\frac{1}{2}$ days, reckoning Thursday, the early closing day, as a half-day, and 105,628 volumes were issued, giving an average daily issue of 375 volumes. The highest issue on a single day was the record issue of 777 volumes on Saturday, March 4th. The total number of volumes issued is a slight decrease of 1,129 on that of the previous year, making the daily average issue 4 less than last year. Most of the public libraries of the country have experienced decreases in the issues of books owing to the enlistment of borrowers, and the many national demands on the spare time of others. The surprisingly small decrease in this Library's issues is partly due to its use by soldiers billeted in Norwich.

The annual statistics which have been published since the reorganization of the Lending Department was commenced, shewed

that borrowers took immediate advantage of the books in the classes which had been revised and catalogued. This feature is again evident in the current statistics. The total issue from the Philosophy and Religion Sections, which are comparatively little used, has increased from 670 volumes issued in the previous year to 1,509 volumes. The Committee does not deprecate the reading of fiction, which, in addition to its recreative value, is the literary vehicle chosen by many philosophic thinkers in which to express their mature views. It is gratified to record, however, that since the work of reorganization, commenced in 1911, the fiction percentage has steadily decreased from 83·76 to 69·61, the present percentage of the total issues from the adult and juvenile sections; the fiction issued from the adult section only is 69·1 per cent.

JUVENILE SECTION.

The Juvenile Section of the Lending Library has been augmented by 167 volumes, and now contains 1,568 volumes, of which 739 specially selected volumes deal with various departments of knowledge, and 847 volumes are fiction. The popularity and usefulness of this Department continues, and the statistics show an increase of 1,561 volumes over the previous year's issue. The total annual issue was 30,857, of which 71 per cent. were fiction, as against 29,296 volumes last year, when the fiction percentage was 76. The large increase of 5 per cent. in the issue of non-fictional books, following a large increase in the latter part of the previous year, is due to the classified catalogue of the books in this Department (published in September, 1914, at the price of one penny), of which only a few copies remain.

In connection with the lectures on local history to children in the elementary schools, several classes were brought to the Library to see a selection of the Library's fine collection of local prints relating to the subjects of the lectures.

The attention that has been paid to the development of the Juvenile Department has been fully justified by the increased use of it by juveniles, who are one of the chief assets of the nation.

REFERENCE LIBRARY.

The monthly issues of books in the Reference Library is shown in the statistical table printed on page 14. These figures exclude the numerous references to directories, year books, and kindred publications on the open shelves of the Reading Room, which are of great use to business people in the city. The Reference Library was open on 308 days, and 10,008 volumes were issued, giving a daily average of 32 volumes, as compared with

10,454 volumes issued last year when the daily average was 34 volumes. While there has been a decrease of 446 in the total number of books issued, as compared with last year, it should be noted that the issue of books from the Local Collection shows a decrease of 616 volumes, so there has actually been a slight increase in the issue of books from the Reference Collection.

Last year, when the reorganization of the Lending Library was completed, it was anticipated that the reorganization of the Reference Library, including the compilation of a catalogue, could be commenced, but the enlistment of the trained members of the staff has caused the postponement of this very necessary work. The Library being very deficient in important reference works, some standard works were purchased, but many more are needed to make the Reference Library an efficient one.

LOCAL COLLECTION.

The valuable collection of literature relating to Norfolk and Norwich has been increased by 250 volumes, 439 pamphlets, and 41 prints, the majority of which were received as donations.

The outstanding addition to this collection has been made by Mr. Walter Rye. For many years Mr. Rye has been a constant benefactor to the Local Collection, and this year the Committee's indebtedness to him has been greatly increased by his very generous donation of 98 volumes—apart from his gift of reference books mentioned on page 10—and collections of manuscripts relating to Norfolk pedigrees and Chaucer, and his kind promise to bequeath his local manuscripts and the remainder of his printed books, of which copies are not at present in the Library. His promised gift includes a set of the octavo edition of Blomefield's Norfolk, in 11 volumes, with annotations and corrections by John Le Strange and himself, and some valuable manuscripts, including Anthony Norris's Pedigrees of Norfolk Families, his detailed accounts of the hundreds of Happing, Tunstead, East and West Flegg, and part of North Erpingham, and other volumes of his Norfolk Collections, (*i.a.*) Collections of Church Notes by Thomas Martin and Anthony Norris, Rye's Calendar of Fines, Henry VII. to 1760 (with index of surnames), and of Recoveries 1600-1800 (with index of places progressing), Rye's Index to the will collections of D'Ewes, Le Strange and Norris, Notes as to Norfolk Churches by the Very Rev. F. C. Husenbeth, and Rye's General Index to Norfolk Names. He has compiled a card catalogue (608 cards) of all his donations to date. The Committee has great pleasure in taking this opportunity of placing on record its appreciation of, and grateful thanks for, Mr. Walter Rye's munificence to the Library.

Mr. James Reeve, F.G.S., the Consulting Curator of the Castle Museum, has enriched the Collection by a valuable donation which includes the following noteworthy items by Norfolk artists: Volume of etchings by the Rev. E. T. Daniell, a copy of the "35 Sketches Illustrative of the Picturesque Scenery of Norfolk, drawn and engraved by Robert Dixon," 1841, a sketch book of Henry Bright, two sketch books of Miles E. Cotman and J. J. Cotman, in case, and a portfolio of proof reproductions of drawings by John Sell Cotman in the Reeve Collection. Lieut. F. W. Haldinstein kindly presented some deeds relating to Tacolneston.

Last year it was reported that the City Librarian had commenced the systematic classification and cataloguing of the entire collection, which at present comprises about 6,300 volumes, 7,950 pamphlets, and 7,000 prints and maps. He has classified and catalogued 3,000 books and pamphlets, in accordance with modern bibliographical practice, but the work has been suspended owing to his trained assistants being on service, and the extra work which consequently devolved upon him.

The sum of £12 17s. 3d. was expended on the binding of 102 volumes in this collection. With the view of preserving the pamphlets, manilla covers are being made for them by some of the members of the staff as their work permits. Since October of last year 1,200 pamphlets have been stitched in these covers and labelled.

In response to applications by the City Librarian, some of the files of the publications of local authorities, institutions, and societies have been augmented, but the Library's desiderata of such publications is very extensive, and the Committee would therefore welcome offers of donations.

NORFOLK AND NORWICH PHOTOGRAPHIC SURVEY.

The work of the Norfolk and Norwich Photographic Survey has been practically at a standstill since the beginning of the war. Only 43 prints have been added to the Survey Collection, which now numbers 1,847 prints and 59 lantern slides. No donations in cash were received for the development of the collection, and there is only the small sum of £5 15s. 5d. available for obtaining prints from negatives offered on loan. By request Mr. Arthur Michael Samuel presented for the Biography Section a framed portrait of himself, as Lord Mayor of Norwich, 1912-13. The engraved portrait from the painting by Solomon J. Solomon, R.A., resembles a Georgian mezzotint, and is in a genuine old Georgian frame.

It is hoped that a section can be devoted to the pictorial representation of Norfolk's share in the Great War, and for this object donations of photographs (preferably unmounted) of Norfolk

regiments, portraits of officers, and portraits of men who have obtained distinction in the war, are solicited.

NEWS AND READING ROOMS.

The collection of newspapers and periodicals provided in the News and Reading Rooms was carefully revised by a Sub-Committee appointed with the view of reducing the expenditure on them, and thirty-four were deleted. The selection is still a representative one, and is much appreciated. The attendances in these rooms have been somewhat less than they were before the war, but the rooms are still used extensively.

BOOKBINDING.

During the year 1,214 volumes in the Lending and Reference Departments were re-bound in strong library bindings at a cost of £101 7s. 2d., and 1,103 volumes were stamped with the classification marks at a cost of £3 5s. 2d. Several hundred small repairs to books were done by the Library staff.

BOOKS FOR THE BLIND.

By arrangement with the National Lending Library for the Blind the loan was continued of 20 volumes monthly in Braille type. The total number of volumes borrowed during the year was 228, as against 256 last year.

DONATIONS.

The grateful thanks of the Committee were tendered to the donors of 695 volumes, 382 pamphlets, and 35 prints enumerated on pages 15-17. Notable additions of which mention may be made—apart from the books given to the Local Collection, which are mentioned on page 8—are a set of the Cambridge edition of Shakespeare's Works in nine volumes, a copy of "Shakespeare and the Enclosure of Common Fields at Welcombe," 1885, of which only 50 copies were printed, and 14 volumes on Shakespeare, presented by the Dean of Norwich; six volumes of the "Canal Record," giving a history of the construction and development of the Panama Canal, presented by Mr. W. J. Botterill; the second part of Mr. F. W. Harmer's valuable monograph on "The Pliocene Mollusca of Great Britain," presented by the author; and 237 reference works chiefly relating to genealogy and heraldry, presented by Mr. Walter Rye.

OLD BOOKS AND PERIODICALS.

The sale of old periodicals realised £2 16s. 3d. The best of the discarded books from the adult Lending Library were sent to

the Camps Library, and most of the discarded books from the Juvenile Department were sent to the Buxton (Norfolk) Industrial School. Some of the old newspapers were given, as in former years, to the Workhouse and the Isolation Hospital.

BORROW HOUSE MUSEUM.

The Committee has only been able to obtain as donations to the Borrow House Museum 2 books, 1 pamphlet, and 12 prints, as against 48 books, 46 pamphlets, and 64 prints last year.

SHAKESPEARE TERCENTENARY.

As a General Committee was formed for making arrangements for the national celebration of the Tercentenary of Shakespeare's death, with the King and Queen as patrons, this Committee decided that the Library should take its share in the celebrations. In 1890 the late Alderman James Freeman bequeathed to the Library a legacy of £20 for some special purpose, and the Committee was thereby enabled to commence a Shakespeare Collection. The collection was augmented from time to time, and it is now an exceedingly good one, consisting of different editions of Shakespeare's works, and books dealing with his works and times, numbering in all 604 books and pamphlets. An annotated and classified catalogue of the collection was published in the March number of the "Readers' Guide," which was preceded by an article by the Dean of Norwich on "The Study of Shakespeare," forming a valuable guide for readers who desire to begin the systematic study of Shakespeare. Regarding this catalogue Sir Sidney Lee, D.LITT., F.B.A., the greatest living authority on Shakespeare, wrote to the City Librarian as follows: "I heartily congratulate you on your admirable Shakespeare catalogue. It is quite a model of what such ought to be."

A Shakespearean Exhibition is being arranged, consisting of books, prints and other material illustrative of the life and works of Shakespeare. The following lectures have been arranged for delivery at the Library during April and May: "Shakespeare as National Hero," by Sir Sidney Lee, D.LITT., F.B.A., with the Rt. Hon. the Lord Mayor of Norwich in the chair; "Shakespeare," by the Very Rev. the Dean of Norwich, with the Sheriff of Norwich in the chair; "Shakespeare and Music," by Mr. A. Batchelor, M.A.; "Dramatic Companies in Norwich of Shakespeare's time," by Mr. L. G. Bolingbroke; and "Plant-lore of Shakespeare," by Mr. Edward Peake. The Committee decided to charge 1/- each for the tickets for the lectures by Sir Sidney Lee and the Dean, and to give the proceeds to the Jenny Lind Hospital and the Camps Library respectively.

LIBRARY HOURS.

The enlistment of the Sub-Librarian and other alterations in the staff necessitated the constant attendance of the City Librarian during Library hours, and it was therefore decided to close the Library at 9 p.m. instead of 10 p.m. on week-days, and not to open the Reading Room on Sundays.

STAFF.

In September the City Librarian attended the Annual Conference of the Library Association, which was held at London, and he presented a report thereon to the Committee. The papers and discussions were chiefly concerned with war literature and public libraries in relation to the war. In connection with the Conference an exhibition was arranged of books, maps, prints and pamphlets relating to the war, as well as a selection of the best recent books on various subjects.

The war has seriously depleted the staff, three members having been granted permission to enlist in H.M. Forces, with the promise of their positions being retained. In April Mr. F. T. Bussey, the Senior Assistant in the Lending Department, enlisted in the Norfolk Division of the Royal Engineers, and is now in France; in October Mr. Charles Nowell, the Sub-Librarian, enlisted in the Artists' Rifles O.T.C.; and in January Mr. A. R. Nobbs enlisted in the Royal Navy. Miss G. M. Fathers, who was appointed in May, resigned her position in December on account of illness. Temporary lady assistants have been engaged to carry on the routine work of the Library.

CONCLUSION.

The Committee is endeavouring to effect such economies as will not impair the efficiency and usefulness of the Library, or in any way militate against the successful work of reorganization which was commenced in the latter part of 1911 when the Library was in an exceedingly bad condition. In concluding the foregoing record of well-sustained activity, the Committee is satisfied that the work accomplished in recent years is making the Library a dynamic force in the educational, industrial and social life of the city.

The Committee desire to express their appreciation of the able services rendered by the City Librarian during a time of exceptional difficulty. Owing to the Deputy Librarian having left for military service, and other assistants having enlisted, *he has had a considerable amount of extra work devolving upon him*, notwithstanding which he has succeeded in maintaining the Library in a thoroughly efficient state.

HENRY J. COPEMAN,

Chairman.

LENDING LIBRARY.

Classification of the Issues of Books, 1915-16.

CLASSES.	Stock of Vols.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals: 1914-15.
General & Bibliography	36	7	9	6	4	9	4	4	8	10	8	8	2	79	60
Philosophy ...	411	27	36	38	31	49	36	26	29	37	41	47	40	437	380
Religion ...	1,788	65	102	72	68	85	84	104	119	79	100	97	97	1,072	290
Sociology ...	1,250	151	134	104	96	92	94	127	147	103	136	138	166	1,488	1,446
Language & Literature	2,438	465	473	407	429	389	446	452	442	501	493	453	477	5,427	5,682
Natural Science	989	135	139	95	142	117	140	195	215	157	190	182	201	1,908	1,759
Useful Arts ...	793	261	221	220	200	211	205	227	230	188	300	290	249	2,802	2,815
Fine Arts ...	1,216	355	315	271	260	255	315	324	306	302	360	330	336	3,729	4,091
Biography ...	2,321	178	151	151	108	116	108	149	180	147	185	165	208	1,846	2,066
Geography and Travel	1,183	199	186	194	179	136	191	214	225	197	247	282	258	2,508	2,668
History ...	1,193	154	134	91	88	95	127	166	198	148	199	180	222	1,802	2,025
Fiction ...	3,326	4,568	4,285	3,695	4,139	3,865	3,760	4,365	4,398	4,302	4,695	4,584	5,016	51,672	54,179
Tales for Juveniles	823	1,833	1,722	1,547	1,659	1,449	1,515	1,946	2,078	1,758	2,078	2,042	2,338	21,965	22,307
Miscellaneous Books for Juveniles	739	826	705	540	530	433	510	850	1,056	889	840	781	932	8,892	6,989
	18,506	9,224	8,612	7,431	7,933	7,301	7,535	9,149	9,631	8,818	9,872	9,579	10,542	105,627	106,757
Number of days open	...	21½	23	24	24½	23	23½	24	24	22½	24	23	24½	281½	281
Daily average issue, 1915-16	...	429	374	310	324	317	321	381	401	392	411	416	430	375	—
" " " 1914-15	...	392	366	334	319	328	339	396	410	394	425	424	429	—	379

REFERENCE LIBRARY.

Classification of the Issues of Books, 1915-16.

CLASSES.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals 1914-15.
General and Bibliography	119	103	191	121	107	151	122	118	176	78	134	157	1,577	3,944
Language and Literature	63	112	76	91	85	87	145	125	247	62	60	47	1,200	
Philosophy	2	13	2	13	6	3	2	21	22	—	12	2	98	
Religion	19	24	35	25	58	53	50	41	27	29	85	61	507	330
Sociology	54	34	34	29	37	36	64	36	21	42	16	36	439	
Natural Science	34	30	49	38	40	33	72	49	33	41	100	49	568	
Useful Arts	94	105	101	57	177	137	120	133	110	67	38	86	1,225	2,470
Fine Arts	74	110	81	36	104	104	130	135	79	77	122	143	1,195	
Biography	13	29	40	10	112	92	83	36	28	20	89	67	619	565
Geography and Travel	21	68	7	46	27	20	80	6	7	14	6	20	322	749
History	28	25	44	76	8	32	90	35	34	45	62	39	518	
Local	182	159	240	190	154	146	108	87	102	132	141	99	1,740	2,396
	703	812	900	732	915	894	1,066	822	886	607	865	806	10,008	10,454
Daily average issue	29	32	35	27	37	34	41	32	35	23	35	30	32	34
Number of days open	24	25	26	27	25	26	26	26	25	26	25	27	308	307

DONORS TO THE LIBRARY.

	Vols.	Pamphlets.	Prints.
Anonymous			1
Australia, High Commissioner for	1		
Aylsham Rural District Council		3	
Baker, S. E., Roughton	23		
Beecheno, F. R., Norwich	1	1	
Beeching, H. C., D.D., D.LITT. (The Very Rev. the Dean of Norwich)	25	5	
Beloe, E. M., F.S.A., King's Lynn		2	
Board of Agriculture and Fisheries		2	
Bolingbroke, L. G., Norwich		3	
Botterill, W. J., Norwich	6		
Boys' Brigade, Norwich Battalion		1	
British Association	1		
British Columbia, Agent General of	1		
British Dominions General Insurance Co., Ltd.	1		
British Museum, Trustees of	16		
Burgess, Mrs. Edward, Norwich	3		
Cadet Norfolk Artillery, Norwich		1	
Canada Emigration Offices, London	1		
Canada, High Commissioner for	2		
Central Committee for National Patriotic Organizations	4		
City and Guilds of London Institute	1		
Clarke, W. G., Norwich		6	1
College of Preceptors, London	1		
Collins, A. E., M.INST.C.E., Norwich		1	
Colman, Russell J., D.L., J.P., Norwich	1		
Coulton, G. G., Cambridge	1	1	
Cook, Edward, & Co., Ltd., London		1	
Co-operative Union, Ltd., Manchester	1		
Coventry Public Libraries	1		
Crane, Crane & Co., London	1		
Dack, C., Peterborough	1	1	
Day, Herbert A., Norwich	2	39	
Depwade Rural District Council		20	
Depwade Union		1	
Durham University	1		
Durning-Lawrence, Lady, London	1		
East and West Flegg Rural District Council		1	
East Anglian Horticultural Club, Norwich...		11	
Edwards, Francis, London		1	

		Vols.	Pamphlets.	Prints.
Euren, A. D., Norwich	...	8	1	
Euren, H. F., Norwich	...	3		
Filleul, Rev. S. E. V., Dorchester	...		1	
Fletcher, Messrs., Norwich	...	1		
Freebridge Lynn Rural District Council	...		1	
Gale & Polden, Ltd., London	...	1		
Gillespie, Mrs. H., Trustees of, Edinburgh...	...	1		
Gladstone Family	...	2		
Goose, A., Norwich	...	3		
Gordon, Wm., Aboyne, Aberdeenshire	...	2		
Great Eastern Railway	...	5		
Gurney, J. H., F.L.S., F.Z.S., Keswick	...	49	1	
Haldinstein, Lieut. F. W., Norwich (Local Deeds)	...			1
Hannah, Rev. J. A., M.A., Norwich	...	1	52	
Harmer, F. W., F.G.S., F.R. MET. SOC., Cringleford	...	1		
Hervey, G. A. F., Scole	...		3	
Hipwell, D., London	...	3		
Hooper, James, Norwich	...	2		
Howard, G. F., Norwich	...	1		
Howes, C. J. A., Norwich	...	1		
Hudson, Rev. J. Clare, M.A., Horncastle	...	1		
Hurn, Rev. A., B.A., D.LITT., Norwich	...	1		
Incorporated Accountants and Auditors, Society of	...	1		
Independent Labour Party, Norwich	...		1	
India Office	...	42		
Ingleby, Holcombe, M.P., King's Lynn	...		1	
John Crerar Library, Chicago	...	1		
Johnson, G., Birmingham	...		1	
Kemp's Publishing Co., London	...	1		
Kent, Ernest A., Norwich	...	1		
King's Lynn Museum and Art Gallery	...		4	
Leeds University	...	1		
Library of Congress, Washington, U.S.A.	...	14		
Liverpool University	...	1		
Livock, Miss J. E., Norwich	...	1		
London Directory Co., Ltd.	...	1		
London Institute	...	1		
Macdonald, W., & Co., Edinburgh	...	1		
Mitchell, C., & Co., Ltd., London	...	1		
National Gallery, London	...	1		
Norfolk County Council	...		1	
Norfolk Estuary Co.	...		75	
Norwich Art Circle	...		4	
Norwich Castle Museum	...	21	2	

		Vols.	Pamphlets.	Prints.
Norwich Consolidated Charities	...		2	
Norwich Co-operative Society	1		
Norwich Post Office Telephone	...	1		
Novello & Co., London	...		1	
Oliver, F. W., F.R.S., D.Sc., London	...		18	
Patent Office, H.M., London	...	1		
Paton, Messrs. J. & J., London	...	1		
Perry, W., & Co., Ltd., London	...	1		
Preston, A. H., Norwich	...		22	
Prothero, G. W., M.A., Litt.D., London	...	1		
Rawlinson, W. G., London	...	2		
Reeve, James, F.G.S., Norwich	...	4	8	31
Roberts & Co., Norwich	...		20	
Royal Colonial Institute	...	1		
Rudd, Walter R., Norwich	...		1	1
Rye, Walter, Norwich	...	336	18	
Scott, A. F., Norwich	...	1		
Sheffield University	...	1		
Sier, W. H., Norwich	...	2		
Smallburgh Rural District Council	...		1	
Smith, A. H., Great Yarmouth	...	2		
Smithsonian Institution, U.S.A.	...	2		
Stationery Office, H.M., London	...	45	6	
Stubbs Publishing Co., Ltd.	...	1		
Surrey Archæological Society	...	1		
Truscott, J., Maidenhead	...	1		
University Tutorial Press, Ltd.	...	2		
Victoria, British Columbia Board of Trade	...	1		
Walker Art Gallery	...	1	1	
Walter, J. H., Norwich	...		1	
Watts Naval Training School, Elmham	...	3		
West Lynn Rural District Council	...		1	
Wireless Press, London	...	1		
Wood, F. H., Norwich	...		1	
Woodpeckers' Art Club, Norwich	...		8	
Yarmouth Corporation	...	1		
Yarmouth Musical Society	...		23	
Yarmouth Union	...		1	
Young, E. Hilton, M.P.	...	9		

DONORS TO BORROW HOUSE MUSEUM.

		Books.	Pamphlets.	Prints.
Beeching, H. C., D.D., D.LITT. (The Very Rev. the Dean of Norwich)	...	1		
Foulis, T. N., London	...	1		12
Morrison, Miss S., Isle of Man	...		1	

CATALOGUES, REPORTS, OR BULLETINS, HAVE BEEN RECEIVED FROM
THE FOLLOWING LIBRARIES.

Accrington, Ashton-under-Lyne, Baltimore (Enoch Pratt Library, U.S.A.), Barry, Batley, Battersea, Belfast, Birkenhead, Birmingham, Bishopsgate Institute, Blackburn, Bolton, Bournemouth, Bradford, Brighton, Bristol, Brooklyn (Pratt Institute, U.S.A.), Bury, Buxton, Cambridge University Library, Cardiff, Chelsea, Cheltenham, Chicago: The John Crerar Library, Chorley, Colchester, Cork, Cripplegate Institute, Croydon, Derby, Doncaster, Dundee, Eastbourne, Eccles, Fulham, Gateshead, Hackney, Harlesden, Hornsey, Hove, Huddersfield, Hull, Hyde, Ipswich, Kensal Rise, Kettering, Kilburn, King's Lynn, Kingston-upon-Thames, Leeds, Leicester, Leyton, Lincoln, Loughborough, Lowestoft, Manchester, Manchester: John Rylands Library, Middlesbrough, New York (U.S.A.), Newark-on-Trent, Newcastle-upon-Tyne, Northampton, Norwich (Conn., U.S.A.), Nottingham, Pittsburgh (U.S.A.), Plymouth, Poplar, Portsmouth, Preston, Richmond, Rochdale, St. Helens, St. Louis (U.S.A.), St. Louis Mercantile Library (U.S.A.), Salford, Shoreditch, Stafford, Stoke Newington, Tottenham, Twickenham, Walthamstow, Washington (Library of Congress), Watford, Westminster, Whitehaven, Wigan, Willesden, Wilmington (Delaware, U.S.A.), Wimbledon, Winchester, Worcester (U.S.A.), Worcester Law Library (U.S.A.), Great Yarmouth, York.

REVENUE ACCOUNT FOR THE YEAR

Expenditure.

	£	s.	d.	£	s.	d.
To Salaries				713	12	5
Loan—Interest	40	7	0			
Sinking Fund	52	13	0			
				93	0	0
Insurance	41	14	1			
Rates	68	15	0			
Books and Carriage	281	14	11			
Bookbinding	104	12	3			
Newspapers and Periodicals	92	2	8			
Printing, Stationery, and Library Appliances	62	14	5			
Printing "Readers' Guide," &c.	45	4	7			
Cleaning Windows	12	12	0			
General Repairs and Screening Windows	74	9	10			
Electric Light	88	12	1			
Gas and Water	4	4	1			
Steam for Heating	49	0	11			
Winding and Regulating Clocks	1	11	4			
Telephone Rental	7	18	0			
Bookshelves and Fittings	1	4	9			
Employers' Contributions—National Insurance Act, 1911	4	6	11			
Miscellaneous	26	0	3			
				966	18	1
				1773	10	6
Balance, being excess Income over Expenditure				69	5	4
				£1842	15	10

Fines Account for the Year

	£	s.	d.
To Books, Manuscripts, Prints, &c., for Local Collection ...	29	19	9
Bookbinding	17	5	9
Purchase of "Norfolk Chronicle" file—Third instalment	12	10	0
Pamphlet Boxes	1	17	6
	£61	13	0

Photographic Survey Account for the Year

	s.	d.
To Prints for Photographic Survey	6	0

ENDED 31ST MARCH, 1916.

Income.

		£	s.	d.	£	s.	d.
By Sale of "Readers' Guide," &c.	...	20	7	6			
Borrowers' Tickets	...		9	7			
Papers	...	2	18	4			
Post Cards, &c.	...	4	3	9			
Special Fees for use of Library	...	2	15	0			
Rent of Basement	...	15	0	0			
Accident Compensation	...	1	10	0			
Miscellaneous	...		11	8			
		<hr/>					
					47	15	10
Rate for the period from 1st April to 30th June, 1915	...	447	10	0			
Rate equal to $\frac{1}{2}$ d. in the £ for the period from 1st July to 31st December, 1915	...	897	10	0			
Rate for the period from 1st January to 31st March, 1916	...	450	0	0			
		<hr/>			1795	0	0

£1842 15 10

ended 31st March, 1916.

		£	s.	d.
By Fines	...	49	5	9
Sale of typewritten copy of "Mackerell's History of Norwich"	...	2	2	0
		<hr/>		
		51	7	9
Balance, being excess Expenditure over Income	...	10	5	3
		<hr/>		
		£61	13	0
		<hr/>		

ended 31st March, 1916.

		s.	d.
By Balance, being excess Expenditure over Income	...	6	0
		<hr/>	

BALANCE SHEET—

Liabilities.

		£	s.	d.	£	s.	d.
Sundry Creditors	...				178	1	11
Revenue Balance, 31st March, 1915	...	119	8	5			
Ditto for the current year	...	69	5	4			
					188	13	9
Fines Account Revenue Balance, 31st March, 1915	...	43	15	4			
Less deficiency for the current year	...	10	5	3			
					33	10	1
Photographic Survey Account—							
Revenue Balance, 31st March, 1915	...	6	1	5			
Less deficiency for the current year	...		6	0			
					5	15	5
					£406	1	2

REVENUE ACCOUNT.

Assets.

			£	s.	d.	£	s.	d.
Cash in Hand—Treasurer	404	1	2			
Librarian	2	0	0			
			<hr/>			406	1	2

£406 1 2

ARTHUR F. GENTRY, F.S.A.A.,
City Accountant.

CITY OF NORWICH

ANNUAL REPORT

OF THE

Public Library Committee

TO THE

TOWN COUNCIL

For the Year ended 31st March, 1917

COMMITTEE :

Chairman—

ALDERMAN HENRY J. COPEMAN, J.P. (*Deputy Mayor*)

*Vice-Chairman—*ALDERMAN R. G. BAGSHAW, J.P.

Members of the Council—

SIR A. W. F. BAGGE, B.A., LL.B.

ALD. BLYTH, J.P., B.A., LL.D.

G. CUBITT

J. F. HENDERSON

W. JOSEPH

A. M. STEVENS

Co-opted Members—

THE VERY REV. THE DEAN OF
NORWICH (H. C. BEECHING,
D.D., D.LITT.)

REV. W. BUSBY, M.A.

REV. J. GLYNN EDWARDS, B.A.

F. W. HARMER, J.P., F.G.S.,
F.R. MET. SOC.

F. C. HINDE

WALTER RYE

*Town Clerk—*ARNOLD H. MILLER.

*City Librarian—*GEO. A. STEPHEN, F.L.A.

*Sub-Librarian—*CHARLES NOWELL, M.L.A. (on Service).

CITY OF NORWICH

PUBLIC LIBRARY

ANNUAL REPORT, 1916-17

The Public Library Committee has pleasure in presenting the following Report on the work accomplished during the financial year ended 31st March, 1917.

COMMITTEE.

The Committee has lost by death the valued services of two esteemed co-opted members. Mr. Thomas S. Breese, who died on July 14th, joined the Committee as a Councillor in 1889, and was its Chairman from 1893 to 1907. During his long membership of the Committee he took a keen interest in the Library. Mr. Henry F. Euren, who died on January 9th, became a co-opted member of the Committee in 1880, and served on it continuously until the time of his death. He enriched the Library with many donations of interest and importance, and during his service of thirty-six years he rendered valuable assistance in promoting the usefulness of the Library.

STOCK.

During the year 1,327 volumes and 267 pamphlets were added by purchase or gift, 675 volumes being located in the Lending Library, 534 volumes and 11 pamphlets in the Reference Library, and 118 volumes and 256 pamphlets in the Local Collection.

ISSUES.

The total number of volumes issued to readers during the year from the Lending and Reference Departments was 123,152, as compared with 115,635 volumes issued last year. These figures exclude the numerous references to directories, year-books, time-tables, and kindred publications on the open shelves of the Reading Room. Further particulars of these issues are given under the headings "Lending Library" and "Reference Library," and in the statistical tables on pages 18-19.

LENDING LIBRARY.

The Lending Library stock on March 31st consisted of 18,637 volumes, the number of volumes in each class being shown in the

statistical table on page 18. During the year 219 worn-out books were withdrawn, and 210 were replaced.

The statistical table on page 18 shows the monthly issues of books for home reading from each class. The Lending Library was open on $283\frac{1}{2}$ days, reckoning Thursday, the early closing day, as a half-day, and 112,198 volumes were issued, giving an average daily issue of 396 volumes. The highest issue on a single day was on Saturday, March 10th, when 772 volumes were issued. Last year the Committee reported, in common with the Committees of many other Public Libraries, a decrease in the total number of books issued, the decrease then being 1,130 volumes. This year the Committee is gratified to report the great increase of 6,571 volumes, making the daily average issue 21 more than last year.

The statistics, as compared with those of last year, show that there have been decreases in the issues of books from the following sections: Sociology, 162 vols.; Language and Literature, 331 vols.; Natural Science, 43 vols.; and Fine Arts, 91 vols. On the other hand, there have been considerable increases in the other sections: Philosophy and Religion, 319 vols.; Useful Arts, 758 vols.; Biography, 211 vols.; History and Travel, 460 vols.; Fiction, 2,908 vols.; and Juvenile Literature, 2,467 vols. The present percentage of fiction issued from the adult and juvenile sections is 71.05, the fiction issued from the adult section only being 69.19 as compared with 69.1 per cent. last year.

CATALOGUES: "THE READERS' GUIDE."

Five numbers of the "Readers' Guide" were issued during the year, each of which contained the usual annotated list of books added to the Library, and a special annotated and classified catalogue of books on a subject of particular interest. In the June number was published the lecture on "Shakespeare and the English Ideal," by the Dean of Norwich, a catalogue of "Books for Munition Workers," and a catalogue of books on Child Welfare, prepared in connection with an exhibition on that subject held at the Castle Museum. The September number contained a list of works by and about Thomas Gray, prepared in connection with the Gray Bicentenary (see p. 8) and a catalogue of books on Russia, the subject of the Norwich University Extension Lectures. A list of the Dictionaries, Encyclopædias, etc., in the Reference Library was included in the November number. A supplement to the catalogue of books on the Great War, published in January, 1916, was printed in the January number, which also contained a catalogue of books on Thrift and Economy; the latter catalogue of books, relating to small farming, herb-growing, cookery, food, etc., was prepared in connection with the Thrift and Economy Exhibition at the Castle Museum, and the order for the cultivation of waste land, issued by

the Board of Agriculture. A supplementary list of books on Thrift and Economy was published in the March number, the special feature of which, however, was the lecture on Thomas Gray, by the Dean of Norwich (see p. 8).

The sixth edition of the Fiction Catalogue, published in October, 1915, became out of print in June, and the seventh edition, published in August, became out of print in March. An eighth edition has been ordered.

The card catalogues (authors and subjects) of the books in the Lending Library have been kept up to date.

BORROWERS.

2,656 tickets have been issued to new borrowers, viz. : 1,562 ordinary tickets, 346 juvenile tickets, and 748 students' tickets. There are now 7,667 tickets in force, viz. : 4,402 ordinary tickets, 1,265 juvenile tickets, and 2,000 students' tickets.

JUVENILE SECTION.

The Juvenile Section of the Lending Library has been augmented by 94 volumes, and now contains 1,656 volumes, of which 794 volumes deal with various departments of knowledge, and 862 volumes are fiction. The total annual issue was 33,324 volumes, being an increase of 2,467 volumes. The fiction issue in this department has increased from 71 to 75 per cent.

A new edition of the classified catalogue of books in this Department was published in September, and its price was raised from one penny to twopence, owing to the increased cost of production.

REFERENCE LIBRARY.

On page 19 is a statistical table showing the monthly issues of books in the Reference Library, which was open on 309 days. The total number of volumes issued was 10,954, an increase of 946, giving a daily average of 35 volumes as compared with 32 volumes last year. Owing to the absence of the trained assistants, who are on service, it has been impossible for the City Librarian to begin the work of classifying and cataloguing all the books in the Reference Library. However, an annotated and classified list of the principal dictionaries and encyclopædias was published in the November number of the "Readers' Guide," which will serve as a guide to the numerous quick reference books in the Department, pending the compilation of a proper catalogue.

LOCAL COLLECTION.

The collection of literature relating to Norfolk and Norwich has been increased by 118 volumes, 256 pamphlets and 45 prints,

the majority of which were received as donations. The most noteworthy additions to the collection are the following : six volumes of the manuscripts of John Fransham (1730-1810), free-thinker and tutor, who was born in Norwich ; the "Le Strange Records," a printed volume presented by the author, Mr. Hamon le Strange, F.S.A. ; G. B. Burrell's Plan of Thetford, 1807, the only other known copy being in private hands ; J. O. Browne's Map of Thetford, 1837, of which there are only about four copies ; and two manuscripts presented by C. Thomas-Stanford, Esq., M.P. (for Brighton), viz., an order against Robert Green respecting a piece of ground called Augustine Fryers, Norwich, 1612, and a manuscript relating to the Archbishoprick of Canterbury in Matthew Parker's time.

The systematic classifying and cataloguing of the entire collection has also been suspended.

The sum of £13 3s. 5d. was expended on the binding of 78 volumes in this collection.

With the view of preserving a local record of Norfolk's share in the great war, the Committee has begun to collect suitable items, and would welcome donations of printed or written material which would in any way help to further this object. The desiderata includes printed records and photographs of Norfolk regiments ; portraits of officers, of men who have obtained distinction, and of those who have fallen ; press notices of regiments and of individuals ; letters describing the experiences of men at the Front ; maps or plans of the actions in which local regiments took part ; war posters ; recruiting posters ; photographs and printed material relating to the Norfolk and Norwich Branches of the British Red Cross, Volunteers, Special Constables, and other war organisations, etc.

NORFOLK AND NORWICH PHOTOGRAPHIC SURVEY.

The Norfolk and Norwich Photographic Survey Collection has been increased by 105 prints, and it now numbers 1,952 prints and 59 lantern slides. Most of the additions relate to Norfolk's share in the Great War, to which reference is made in the preceding paragraph. A list of the donors is printed on pages 14-17.

No donations in cash were received for the development of the Collection, and there is only the small sum of £5 15s. 5d. available for obtaining prints from negatives offered on loan.

NEWS AND READING ROOMS.

The News and Reading Rooms have been used extensively by civilians and soldiers. The Scottish newspapers provided for the soldiers were much appreciated.

BOOKBINDING.

The sum of £78 19s. 3d. was expended on the binding of 954 volumes in the Lending and Reference Departments, and £1 17s. 9d. was paid for stamping the classification marks on 627 volumes. Several hundred small repairs to books were done by the Library staff.

BOOKS FOR THE BLIND.

The subscription was continued to the National Lending Library for the Blind for the loan of twenty volumes periodically. The total number of volumes borrowed during the year was 212 as against 228 last year.

DONATIONS.

During the period covered by this Report 471 volumes, 255 pamphlets and 45 prints were presented by various donors (enumerated on pages 14-17), to whom the grateful thanks of the Committee were tendered.

OLD BOOKS AND PERIODICALS.

The best of the books discarded from the adult Lending Library were sent to the Camps Library, and most of the books discarded from the Juvenile Department were sent to the Buxton (Norfolk) Industrial School. Some of the old newspapers were given, as in former years, to the Workhouse.

SHAKESPEARE TERCENTENARY.

The Tercentenary of the death of Shakespeare, to which reference was made in the last report, was commemorated by an Exhibition in the Reading Room which was opened in April, and a series of five lectures arranged by the Committee.

The Exhibition consisted of books, prints, and other material illustrative of the life and works of Shakespeare. The books included various editions of Shakespeare's works and facsimiles of rare copies, and early editions of some of the sources from which Shakespeare obtained materials for some of his plays. The prints were arranged in groups as follows: Portraits, Shakespeare's country, Contemporaries, Actors, Costume, Music, Pictorial illustrations of Shakespeare, Elizabethan London, and Shakespeare Memorials. The miscellaneous items included facsimiles of Shakespeare's will and his known signatures, monumental rubbings, and a unique set of loggats, to which game Hamlet makes reference. Sir Sidney Lee, D.LITT., F.B.A., the greatest living authority on Shakespeare, described the exhibition as "a model of capable arrangement." The exhibition aroused much interest, and was visited by many people, including several classes of senior scholars, accompanied by their teachers.

The following lectures were delivered at the Technical Institute, the lecture room at the Library being too small for the purpose. April 26th, "Shakespeare as National Hero," by Sir Sidney Lee, D.LITT., F.B.A. ; the Lord Mayor presided. May 3rd, "Shakespeare and the English Ideal," by the Very Rev. the Dean of Norwich ; the Sheriff of Norwich presided. May 10th, "Shakespeare and Music," by Mr. A. Batchelor, M.A., with musical illustrations ; Mr. Fred. Henderson presided. May 17th, "Dramatic Companies in Norwich of Shakespeare's Time," by Mr. L. G. Bolingbroke ; Mr. Walter Joseph presided. May 24th, "The Plant-Lore of Shakespeare," by Mr. Edward Peake ; Mr. Fred Henderson presided. For the first two lectures one shilling was charged for admission, and the net proceeds were sent to the Jenny Lind Hospital in Norwich (£7 12s. 6d.), and the Camps Library (£8 5s. 6d.). The remaining lectures were free, but collections were taken on behalf of the Camps Library, and £3 19s. 6d. was received. Mr. Arthur Batchelor, M.A., also delivered at the Library two lectures on Shakespearean Music to children sent from the Elementary Schools. At the request of the Shakespeare Festival of Mercy, Shakespeare Medallions were sold at the Library in aid of the British Red Cross Society, the National Committee for the Relief of Belgium, and the League of Mercy ; the money thus obtained together with donations amounted to £6 7s. od.

GRAY BICENTENARY.

Another important literary event which did not pass unnoticed in Norwich was the bicentenary of the birth of the poet Thomas Gray, which occurred on December 26th. An annotated and classified catalogue of the works by and about Gray in the Library was published in the November number of the "Readers' Guide." A small exhibition of prints and works was arranged in the Reading Room, and the Dean of Norwich delivered a lecture on Thomas Gray at the Technical Institute on December 15th, when the Deputy Mayor and Chairman of this Committee presided. The Dean's Lecture was published in the March issue of the "Readers' Guide."

NORWICH UNIVERSITY EXTENSION SOCIETY.

In continuation of the recent practice of publishing a select list of books relating to the subject of the series of lectures arranged by the Norwich University Extension Society, the September number of the "Readers' Guide" contained an annotated and classified catalogue of books on Russia, the subject of the lectures by Mr. Rothay Reynolds, M.A. Regarding this catalogue, the lecturer wrote : "It is gratifying to find that such an excellent selection of books on Russia is contained in the Norwich Public

Library." It is interesting to record that there has been a considerable demand for books on Russia and for Russian fiction during the past six months.

The City Librarian has been elected a co-opted member of the Committee of the Norwich University Extension Society, and the Library is thus more closely identified with the important educational work of the Society.

PREHISTORIC SOCIETY OF EAST ANGLIA.

During the year the Prehistoric Society of East Anglia held its meetings at the Library during the winter months.

COMMERCIAL AND TECHNICAL SECTIONS.

As the subject of maintaining and developing British industry and commerce has been attracting a great deal of official and public attention, the City Librarian submitted to this Committee a report on the development of the Commercial and Technical Sections of the Library. He pointed out that British Public Libraries, if properly equipped, could render invaluable assistance in furthering British industry and trade, by providing commercial information for business men, and text-books for their employees; and he stated that Committees of Public Libraries in several of the largest British cities and towns are initiating commercial libraries. The Committee has adopted the City Librarian's recommendations, for the development of the commercial and technical sections, so that they will ultimately contain :—

1. A good collection of directories, comprising directories of the English counties, the British Colonies and Dominions, the United States and foreign countries, and the most important trade directories.
2. Gazetteers, atlases, statistical works, etc.
3. Telephone directories issued by the Post Office, and the principal telegraphic codes.
4. Reports of the various Chambers of Commerce and trade associations.
5. Blue-books and other Government publications relating to trade, agriculture, labour, finance, and other matters.
6. Consular Reports, Colonial Reports, and the Commerce Reports issued by the United States Department of Commerce.
7. Year Books and other official books issued by the British Dominions and Colonies.
8. The publications of the Imperial Institute.
9. Best books on the principal local industries, *e.g.*, boots and shoes, engineering, aircraft, wire-netting, silk, etc.
10. The full specifications of patents relating to the subjects of our local industries.
11. Best books relating to economics, commerce and trade, banking, exchange, commercial law, insurance, advertising, etc.
12. Text-books for commercial students dealing with accountancy, book-keeping, arithmetic, shorthand, typewriting, office management, etc.
13. The printed information issued by the Commercial Intelligence Department of the Board of Trade.

14. Periodicals on technical and commercial subjects.

15. A register of local translators ; that is to say, a card index of persons competent and willing to undertake the work of translating letters and preparing documents in foreign languages.

The carrying out of the scheme must necessarily be done slowly, and as the funds and general work of the Library will permit. The Comptroller-General of the Commercial Intelligence Department of the Board of Trade, to whom a summary of the City Librarian's proposals was sent, wrote as follows : " I beg to inform you that the scheme in general appears excellent, and I am pleased to offer the support of this Department in its development."

SIXTIETH ANNIVERSARY OF THE LIBRARY.

The sixtieth anniversary of the opening of the Library took place on March 16th, and because of the importance of the event, the Committee decided to commemorate it. Norwich occupies a unique place in the history of libraries : the City Library, which was founded in 1608, is the oldest provincial town library with a continuous history to the present time, and Norwich was the first municipality to adopt the first Public Library Act, 1850. The anniversary was commemorated by the publication of a history of the City Library and the present Public Library, an exhibition, and a public lecture.

The souvenir volume entitled, " Three Centuries of a City Library " was written by the City Librarian, and published by the Committee in February at 3/- net. The edition was limited to 300 copies, of which 181 have already been sold. The book was favourably noticed in the library periodicals, the local press, and other publications.

The exhibition, illustrating the history and work of the City Library and the present Library, was arranged in the Reading Room, and was opened on the anniversary day. The contents of the City Library were illustrated by the first Minute Book, 1656-1733 ; the Donation Book, begun in 1659, which records the donations from 1608 to 1737 ; incunabula and other early printed books ; rare bindings ; books of local interest ; prints, etc. The history and work of the present Library were illustrated by a mezzotint of Sir Samuel Bignold, and the silver trowel (kindly lent by Miss Lucy Bignold) with which he laid the foundation stone of the building ; portraits of the chairmen and librarians ; a selection of books and prints from the extensive and valuable Local Collection ; photographs showing the comprehensiveness of the Norfolk and Norwich Photographic Survey Record, including a number relating to Norfolk's share in the Great War ; catalogues and other publications of the Library ; etc.

An instructive and interesting address on " The Place of a

Public Library in the Education of the Citizen " was given by Mr. L. Stanley Jast (Hon. Secretary of the Library Association, 1905-16, and Deputy Chief Librarian of Manchester) on Monday evening, March 19th, at the Technical Institute, when the Lord Mayor presided, and was supported by the Deputy Mayor and the Dean of Norwich. The Lord Mayor, before introducing the lecturer, read the following letter which the City Librarian had received from Sir Frederic G. Kenyon, K.C.B., D.LITT., LL.D., PH.D., the Director and Principal Librarian of the British Museum :—

"It was with great regret that I found myself obliged to resign the prospect of coming to Norwich to take part in the celebration of the sixtieth anniversary of the foundation of your Public Library ; but a call to France is bound to take precedence of all other invitations, however attractive, and I am therefore compelled to send you my congratulations and good wishes by letter.

"A visit to Norwich would have been pleasant at any time ; but in view of my connection with the great National Library of the British Museum, I should particularly have liked to join in the commemoration of the founding of a library which has played so conspicuous a part in the Public Libraries movement as has that of Norwich. It is hard to exaggerate the extent to which the welfare of the nation depends on the prosperity and development of our Public Libraries. The great need of the country is knowledge and respect for knowledge. Knowledge, in any scientific sense of the term, is impossible without books ; and respect for knowledge comes with the intelligent and extended use of them. It is the fault of the inhabitants of a town if their Library is not a centre of force and light, radiating its influence over all the life and work of the community ; and those men are greatly to be honoured as public benefactors, who, in the face of much discouragement, have built up our Public Libraries, and have done their best to make them worthy of their great ideal.

"I am very glad that you have decided to hold this celebration in war time. The cause for which we are fighting is the cause of civilisation, of the liberty and moral well-being of the peoples of Europe ; and our confidence in our ultimate victory arises out of our belief that spiritual things must eventually triumph over material. Every influence that reinforces our spiritual nature makes us stronger for the struggle in which we are engaged ; and the Public Library, whether as the source of knowledge or as a reservoir of mental refreshment and stimulus, is a spiritual influence of the first order. We shall fight better and endure hardships better if our minds are trained and our spirits refreshed ; and both for knowledge and for imaginative literature we must come to the Library. Therefore, in cherishing our Libraries we are increasing the fighting strength of our nation, and making it more worthy of victory in this, its hour of trial.

"I need not dwell upon particular merits of your Library, which are evident in its Reports ; such as the attention paid to local history and local interests, the promptitude and efficiency with which the needs and occasions of the moment are met, as in the collection of books bearing upon the great war, or the centenaries of Shakespeare or of Borrow, or the excellent bibliographies which are issued for the guidance of students. These features are better known to those who use the Library than to me. All that I wish to do is to congratulate the citizens of Norwich on the possession of a living and growing Public Library, to commend to them the constant use of it for their own benefit and that of the community at large, and to wish it increasing prosperity in the time to come."

The Deputy Mayor spoke on the history and present condition of the Library, and mentioned that letters of congratulation had been received by the City Librarian from the Council of the Library Association ; Mr. F. Madan, F.S.A., the Librarian of the Bodleian Library ; Mr. J. Ballinger, M.A., Librarian of the National Library of Wales ; Mr. E. Wyndham Hulme, B.A., Librarian of H.M. Patent Office Library ; Mr. Marion H. Spielmann, F.S.A. ; Mr. Edward Peake, and others, and a resolution from the Library Assistants' Association. A summary of Mr. Jast's address and the speeches made on that occasion, a short account of the exhibition, and a selection of the congratulations, were published in the *Library Association Record*, vol. 19, 1917, pp. 125-134. The following are some of the congratulations :—

" I send very cordial greetings to the Lord Mayor and citizens of Norwich, and to the Chairman, the Committee, and the Librarian, on the completion of sixty years of useful public service by the Norwich Public Library, and congratulate them upon the high position which the Library has attained. The prospect of continued and increasing utility which lies ahead should encourage and inspire all concerned to go forward with this most excellent work."—JOHN BALLINGER.

" I am instructed by the Council of the Library Association to offer their hearty congratulations on the sixtieth anniversary of the opening of your present library. With their best wishes for its future prosperity."—HENRY R. TEDDER, *Hon. Treasurer*.

" This meeting of the Council of the Library Assistants' Association tenders its hearty congratulations to the Corporation of the City of Norwich on the sixtieth celebration of the opening of its Public Library, believing that the public libraries of the country are performing a truly national function during these distressing days of war by providing information and furthering research in every department of knowledge, as well as by rendering available a source of healthful and ennobling recreation for the community. The Council of the Library Assistants' Association also congratulates the Corporation on the high state of efficiency the Norwich Public Library has attained under its present Librarian, who has been so wisely and faithfully supported by the Library Committee in his efforts to create an institution worthy of the city."—W. BENSON THORNE, *Hon. Secretary*.

THE LIBRARY IN WAR TIME.

The Library has continued to fulfil the special national functions to which attention was drawn in the previous report. The representative collection of books on all phases of the war, and the important problems involved, which was formed last year, has been augmented by a careful selection of the best recent books, and a supplementary catalogue of them was published in the January number of the " Readers' Guide."

The Library has continued to be at the service of soldiers billeted in Norwich, both for borrowing and for reference, and a large number of soldiers have availed themselves of its facilities for recreative reading and study.

The Library has been a receiving dépôt for the Camps Library (the official organisation for providing libraries for all the camps of the British Armies at home and abroad) since February, 1916. In the last two months of 1916 about 1,300 books and magazines were forwarded from Norfolk and Norwich readers; this year nearly 1,500 books and 2,712 magazines were sent. The Committee rendered additional service to the Camps Library by sending the sum of £12 5s., being the proceeds (£8 5s. 6d.) from the sale of tickets for the Dean's lecture on Shakespeare, and collections (£3 19s. 6d.) taken at the free Shakespearian lectures.

In the purchase of books particular attention has been paid to subjects of national importance. Numerous standard works on Child Welfare, the making of munitions, and thrift and economy were obtained, and special annotated catalogues of them were published in the "Readers' Guide." These books have been much used and appreciated.

STAFF.

The work of the Library has been carried on with considerable difficulty, owing to further changes in the staff, which had already been seriously depleted. The Committee has had to dispense with the services of two junior assistants with three years' experience: Mr. C. C. Dye resigned in December and entered a munition factory, and Mr. F. W. Oakes was called to the colours in February. During the year there have been five changes in the temporary staff of lady assistants.

Four members of the staff are now serving in H.M. Forces. The Sub-Librarian, Sec.-Lieut. Chas. Nowell (22nd London Regiment), was wounded in France in September, but he was able to return to his military duties in December.

CONCLUSION.

In reviewing the work of the Library in its sixtieth year, the Committee is much gratified by the valuable public service which the Library is rendering in war-time. The issues from the Lending Department have increased very considerably, and are the highest annual issues since 1911 when the re-organisation began; the issues from the Reference Department and the attendances in the News and Reading Rooms are also higher than they were last year. These increased issues during the present period of stress and strain point to a renaissance in reading. There are, indeed, many signs that the Library is taking a more important part than it has hitherto done in the educational, business, and recreative life of the city, not the least of which is the increased use of the Library by the elder scholars from the secondary and elementary schools. Dr. H. A. L. Fisher, President of the Board of Education, in the

course of a recent speech in Parliament, said : " Though we are an extremely clever nation when we choose to use our brains, we are only beginning to realise that the best capital lies not in cash or goods, but in the brains and bodies of the people." The Committee has been able to effect some economies, but it has not starved the Library of books, and its future endeavour will be to maintain the efficiency of the Library so that it will worthily minister to the educational needs of the citizens of Norwich.

The Committee cannot conclude its report without expressing its appreciation of the services rendered by the Librarian, Mr. G. A. Stephen, during a year of exceptional difficulty owing to depletion of staff and absence of skilled assistants. In spite of these drawbacks he has succeeded in maintaining the Library in a state of complete efficiency, and has found time in the midst of his many duties to organise the Shakespeare and Gray celebrations, and to complete the compilation of the History of the Library. The encomiums passed upon the latter by literary judges of high standing are sufficient evidence of its merit.

HENRY J. COPEMAN,
Chairman.

DONORS TO THE LIBRARY.

	Vols.	Pamphlets.	Prints.
Anonymous	I		
Anderson, G. H., King's Lynn ...		2	
Audrey and Co., Leamore, Walsall ...	I		
Australia, High Commissioner for ...	I		
Aylsham Rural District Council ...		I	
Barrett, Miss Constance C., Norwich ...		I	
Beecheno, F. R., Norwich ...		I	
Beeching, H. C., D.D., D.LITT. (The Very Rev. the Dean of Norwich) ...	4	I	
Birmingham Corporation ...		I	
Bodleian Library, Oxford ...	I		
Bolingbroke, L. G., Norwich ...		2	
Boulton and Paul, Norwich ...		I	
Breese, T. S., Norwich ...	7		
Breese, T. S., Norwich, Executors of ...		37	
British Association for the Advancement of Science	I		
British Dominions General Insurance Co., Ltd.	I		
British Museum, Trustees of... ..	7	2	
British Red Cross Society ...	I	2	

	Vols.	Pamphlets.	Prints.
British Red Cross Society (Norfolk Division)		5	
British Red Cross Society (Norwich Division)		2	
Brooks, J., Norwich ...	6		
Cadet Norfolk Artillery, Norwich ...		I	
Chubb, T., London ...	I		
City and Guilds of London Institute ...	I		
Clarke, J. W., London ...	I		
Clarke, W. G., Norwich ...	2	26	6
Cleaver, Rev. W. M. M., Ranworth ...		I	
College of Preceptors, London ...	I		
Colman, The Misses, Norwich ...	28		2
Co-operative Union, Ltd. ...	I		
Cross, Rev. A., Hapton ...		3	
Crowe, F. & Sons, Norwich ...		I	
Cubitt, G., Norwich ...		I3	I
Curwen, J. & Sons ...	I		
Dack, Chas., Peterborough ...		I	
Depwade Union ...		I	
Dod's Peerage, Ltd. ...	I		
Duleep Singh, Major H. H. Prince Frederick ...		I	
Durham, James, Cromer ...	I8		
Durham University ...	I		
East and West Flegg Rural District Council ...		I	
Egyptian Society of East Anglia ...		I	
English Monumental Inscriptions Society, London ...	4		
Euren, A. D., Norwich ...	3		2
Euren, H. F., Norwich ...	4		
Finch, J., Norwich ...	2	4	
Fletcher & Son, Norwich ...		2	
Gerish, W. B., Caister-on-Sea ...	I		
Gould, Sir F. Carruthers (original drawing)			I
Great Eastern Railway ...		2	
Green, E. W., St. Albans ...		2	
Gurney, J. H., F.L.S., F.Z.S., Keswick ...	5I		
Hannah, Rev. J. A., M.A., Norwich and Ely Training College ...		I	
Harmer, F. W., J.P., F.G.S., F.R.MET.SOC., Cringleford ...			6
Harrison, Rev. W. R., Shelfanger Rectory, Diss ...	4		
Hart, J. H. A., M.A., Cambridge ...			I
Hemsley, S., B.A., Norwich ...	4		

	Vols.	Pamphlets.	Prints.
Henderson, Fred, Norwich	3	
Hodgson, H., Norwich ...	I		
Holme, D. O., Norwich	I	
Hood, Mrs. Christabel M., Sidestrand ...	I	I	
Hooper, Jas., Norwich ...	2	2	
Hopper, Rev. E. C., Starston	5	
Howard, G. F., Norwich ...	I		
Howlett, Richard, F.S.A., Walton-on-Thames	5	
Hudson, Rev. J. Clare, M.A., Horncastle	4		
Incorporated Accountants and Auditors, Society of ...	I		
India Office ...	49		
Keeble, J., Norwich ...	I		
King, G. A., Norwich	2	
King's Lynn : Borough Accountant ...	15	27	
Lawrence, H. L. B., King's Lynn	I	
Lee, Sir Sidney, D.LITT., LL.D., London	I		
Le Strange, Hamon, F.S.A., Hunstanton	I		
Library of Congress, Washington, U.S.A.	5	3	
Long, Sydney H., M.D., F.Z.S., Norwich...	I		
Manchester Public Libraries ...	2		
Mann, A. H., MUS. DOC., Cambridge	3	
Marsh, W. E., Norwich ...	I		
Nash, Percy A., Norwich		I
New South Wales, Agent-General for ...	I		
New Zealand, High Commissioner for ...	10		
Norfolk County Council	I	
Norfolk Estuary Co.	I	
Norfolk and Norwich Horticultural Society		2	
Norwich Castle Museum Committee ...	22		
Norwich Chamber of Commerce	I	
Norwich, City of, School ...	2		
Norwich Consolidated Charities	I	
Norwich Co-operative Society, Ltd. ...	I		
Norwich Guardians ...	51		
Norwich Post Office Telephones ...	I		
Norwich Union Life Office ...	3	48	
Noverre, Chas. E., J.P., Bawburgh	I	
Paton, J. & J., London ...	I		
Pattin, H. Cooper, M.A., M.D., M.O.H., Norwich ...	I		
Perry, W. & Co., Ltd., London ...	I		
Pratt, B. S. M.	I	
Preston, A. W., F.R.MET.SOC., Norwich	2	

	Vols.	Pamphlets.	Prints.
Radcliffe, Rev. H. S., Gaywood	...	I	
Reeve, James, F.G.S., Norwich	...		13
Roberts, Miss H. E., Margate	...	3	
Rye, A. L.	I	
Rye, Walter, Norwich	... 44	4	II
Samuel, Arthur Michael, London	...	I	
Saunders, H. W.	4	
Scott, R. Bagge, Norwich	...	I	
Sheffield University	... I		
Smallburgh Rural District Council	...	I	
Smithsonian Institution, U.S.A.	... I		
Stanford, C. Thomas-, J.P., M.A., F.S.A., Brighton (Manuscripts)		2	
Stationery Office, H.M., London	... 2I	I	
Stubbs' Publishing Co., London	... I		
Tallant, Miss, Norwich	...		I
Townsend, Rev. E. H.	I	
United States Department of Labour	... I		
Walter, J. H. F., J.P., Drayton	... 47		
Wells, H. Rumsey, Norwich	...	5	
Wigan Public Libraries	... I		
Williams, Aneurin, J.P., M.P., Haslemere	I		
Williams, Miss, Norwich	... 3		
Wireless Press, Ltd.	... I		
Young, Lieut. E. Hilton, M.P.	... 9		

DONORS TO THE NORFOLK PHOTOGRAPHIC SURVEY.

	Photographs.
Leicester, Earl of, Holkham Hall	... I
Leicester, Countess of, Holkham Hall	... I
Beloe, E. M., F.S.A., King's Lynn	... 3
Cresswell, Col. G. F. A., Hunstanton	... I
Duleep Singh, Major H. H. Prince Frederick, Blo' Norton	... I
Ficklin, P. Berney, J.P., F.S.A., Tasburgh	... 28
Hooper, James, Norwich	... I
Kent, E. A., Norwich	... 2
Middleton, Col. A. T., London	... I
Miller, Arnold H., Norwich	... 2
Read, J. E., Norwich	... 10
Rye, Walter, Norwich	... 2
Southwell, E. B., Norwich	... 7
Stephen, Geo. A., Norwich	... I
Yallop, Alfred W., Great Yarmouth	... 6

LENDING LIBRARY

Classification of the Issues of Books, 1916-17

CLASSES.	Stock of Vols.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals : 1915-16.
General & Bibliography	39	2	6	2	3	7	3	1	3	6	7	21	7	68	79
Philosophy	419	31	45	35	64	57	47	40	52	56	67	59	51	604	437
Religion	1,302	76	75	89	95	90	110	118	121	106	122	108	114	1,224	1,072
Sociology	1,294	134	105	100	83	89	92	103	126	96	139	116	143	1,326	1,488
Language & Literature	2,477	384	446	380	367	331	393	424	460	497	455	493	466	5,096	5,427
Natural Science ...	1,006	178	153	152	115	124	164	203	170	152	165	162	213	1,951	1,908
Useful Arts	895	200	223	239	243	229	255	326	354	273	362	400	456	3,560	2,802
Fine Arts	1,258	301	252	233	232	232	275	338	326	337	379	385	353	3,638	3,729
Biography	2,378	161	175	123	137	126	140	147	228	204	214	198	204	2,057	1,846
Geography and Travel	1,203	224	251	185	154	166	207	254	234	221	200	213	283	2,592	2,508
History	1,251	146	195	173	157	119	206	189	196	192	174	195	236	2,178	1,802
Fiction	3,459	4,475	4,237	3,982	4,011	3,898	4,468	4,766	4,710	4,520	5,157	4,799	5,557	54,580	51,672
Tales for Juveniles ...	862	1,888	2,103	1,973	2,117	2,081	2,160	2,154	2,148	2,059	2,143	2,036	2,280	25,142	21,965
Miscellaneous Books for Juveniles	794	727	672	633	628	510	623	757	794	694	683	687	774	8,182	8,892
	18,637	8,927	8,938	8,299	8,406	8,059	9,143	9,815	9,922	9,413	10,267	9,872	11,137	112,198	105,627
Number of days open	...	21½	25	23½	24	24½	24	24	23½	22	25	22	24½	283½	281½
Daily average issue, 1916-17	415	358	353	350	328	381	409	422	428	411	449	454	396	—
" " 1915-16	429	374	310	324	317	321	381	401	392	411	416	430	—	375

REFERENCE LIBRARY

Classification of the Issues of Books, 1916-17

CLASSES.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals 1915-16.
General and Bibliography	165	242	204	200	149	128	246	121	99	137	134	222	2,047	1,577
Philosophy	—	26	15	15	2	—	8	13	8	19	4	2	112	98
Religion	78	67	40	40	19	58	89	55	41	33	23	51	594	507
Sociology	32	236	113	42	49	40	56	85	61	80	58	50	902	439
Language and Literature	107	113	66	60	44	72	55	55	78	94	74	65	883	1,200
Natural Science	71	28	70	12	66	81	70	51	39	17	75	54	634	568
Useful Arts	90	108	93	81	77	95	56	105	153	108	129	137	1,232	1,225
Fine Arts	110	57	82	111	106	120	70	85	86	44	59	67	997	1,195
Biography	56	124	37	86	114	70	71	66	24	81	16	27	772	619
Geography and Travel	17	25	3	15	5	30	14	9	14	9	13	19	173	322
History	15	83	30	9	38	76	68	236	73	56	49	135	868	518
Local Collection	88	104	136	124	190	171	206	228	117	144	76	156	1,740	1,740
	829	1,213	889	795	859	941	1,009	1,109	793	822	710	985	10,954	10,008
Daily average issue	36	45	34	31	32	36	39	43	33	30	30	37	35	32
Number of days open	23	27	26	26	27	26	26	26	24	27	24	27	309	308

REVENUE ACCOUNT FOR THE YEAR

Expenditure.

	£	s.	d.	£	s.	d.
To Salaries				721	3	9
Loan—Interest	38	13	10			
Sinking Fund	21	17	1			
				60	10	11
Insurance	54	13	6			
Rates	67	3	9			
Books and Carriage	242	10	9			
Bookbinding	71	0	5			
Newspapers and Periodicals	88	8	1			
Printing, Stationery, and Library Appliances	37	6	2			
“ Readers’ Guide ”—Printing	45	4	11			
“ History of Library ”—do.	33	18	4			
Cleaning Windows	5	4	0			
General Repairs and Screening Windows ...	90	18	11			
Electric Light	77	8	5			
Gas and Water	4	7	10			
Steam for Heating	59	7	6			
Winding and Regulating Clocks	1	11	4			
Telephone Rental	6	0	0			
Employers’ Contributions—National Insurance Act, 1911	4	6	10			
Miscellaneous	24	10	9			
Restoration of Fabric—First contribution towards outlay	110	0	0	1024	1	6
Shakespeare’s Tercentenary Lectures—						
Use of Room and Expenses	3	3	10			
Camps Library	12	5	0			
Jenny Lind Hospital	7	12	6	23	1	4
				1828	17	6
Balance, being excess Income over Expenditure ...				63	2	5
				£1891	19	11

Fines Account for the Year

	£	s.	d.
To Books, Manuscripts, Prints, &c., for Local Collection ...	31	0	8
Bookbinding	10	1	7
Purchase of “ Norfolk Chronicle ” file—Fourth instalment	12	10	0

 £53 12 3

ENDED 31ST MARCH, 1917.

Income.

	£	s.	d.	£	s.	d.
By Sale of Borrowers' Tickets		10	9			
Papers	1	17	5			
Post Cards, &c.	4	5	11			
Special Fees for use of Library	6	10	0			
Rent of Basement	15	0	0			
"Readers' Guide"—Sale of copies	21	12	6			
"History of Library"—do.	22	18	0			
Miscellaneous	1	15	10			
					74	10 5
Rate in respect of the period from 1st April to 30th June, 1916	450	0	0			
Rate for the period from 1st July to 31st December, 1916	886	0	0			
Rate in respect of the period from 1st January to 30th June, 1917—Proportion to the 31st March	458	10	0			
					1794	10 0

Shakespeare's Tercentenary Lectures— Sale of Tickets, &c.	22	19	6
---	----	----	---

£1891 19 11

ended 31st March, 1917.

	£	s.	d.
By Fines	50	15	6
Donation		2	6
	50	18	0
Balance, being excess Expenditure over Income		2	14 3
	£53	12	3

BALANCE SHEET—

Liabilities.

	£	s.	d.	£	s.	d.
Sundry Creditors				134	0	5
Revenue Balance, 31st March, 1916	188	13	9			
Ditto for the current year	63	2	5			
	<hr/>			251	16	2
Fines Account Revenue Balance, 31st March, 1916	33	10	1			
Less deficiency for the current year	2	14	3			
	<hr/>			30	15	10
Photographic Survey Account—						
Revenue Balance, 31st March, 1917				5	15	5
				<hr/>		
				£422	7	10
				<hr/>		

REVENUE ACCOUNT.

		Assets.					
					£	s.	d.
Cash in hand—Treasurer	420	7	10		
Librarian	2	0	0		
					<hr/>		
					422	7	10

£422 7 10

ARTHUR F. GENTRY, F.S.A.A.,
City Accountant.

12
093R
317/18

CITY OF NORWICH



ANNUAL REPORT OF THE Public Library Committee TO THE TOWN COUNCIL

FOR THE YEAR ENDED 31st MARCH, 1918

COMMITTEE:

Chairman—ALDERMAN HENRY J. COPEMAN, J.P.

Vice-Chairman—ALDERMAN R. G. BAGSHAW, J.P.

Members of the Council—

COUNCILLOR SIR A. W. F. BAGGE,
BART., B.A., LL.B.

ALD. DR. E. E. BLYTH, J.P., B.A.

COUNCILLOR GEORGE CUBITT

COUNCILLOR J. F. HENDERSON

COUNCILLOR WALTER J. JOSEPH

COUNCILLOR A. M. STEVENS

Co-opted Members—

THE VERY REV. THE DEAN OF
NORWICH (H. C. BEECHING,
D.D., D.LITT.)

REV. W. BUSBY, M.A.

REV. J. GLYNN EDWARDS, B.A.

MR. F. W. HARMER, J.P., F.G.S.,
F.R. MET. SOC.

MR. FRANK C. HINDE

MR. WALTER RYE

Town Clerk—ARNOLD H. MILLER, O.B.E.

City Librarian—GEO. A. STEPHEN, F.L.A.

Sub-Librarian—CHARLES NOWELL, M.L.A. (on Service).

CITY OF NORWICH

PUBLIC LIBRARY

ANNUAL REPORT, 1917-18.

The Public Library Committee have pleasure in presenting the following Report on the work accomplished during the financial year ended 31st March, 1918.

STOCK.

During the year 1,161 volumes and 332 pamphlets were added by purchase or gift, 714 volumes being located in the Lending Library, 283 volumes and 23 pamphlets in the Reference Library, and 164 volumes and 309 pamphlets in the Local Collection.

ISSUES.

The total number of volumes issued to readers during the year from the Lending and Reference Departments was 138,865, as compared with 123,152 volumes issued last year, making a remarkably large increase of 15,713 volumes. These figures exclude the numerous references to directories, year-books, time-tables and kindred publications on the open shelves of the Reading Room, and also to the collection of prints and photographs. Further particulars of these issues are given under the headings "Lending Library" and "Reference Library," and in the statistical tables on pages 16-17.

LENDING LIBRARY.

The stock of the Lending Library on March 31 consisted of 19,351 volumes, the number of volumes in each class being shown in the statistical table on page 16. During the year 311 worn-out books were withdrawn, and 263 were replaced.

On page 16 is a statistical table showing the monthly issues of books for home reading from each class. The Lending Library was open on 279½ days, reckoning Thursday (the early closing day) as a half-day, and 127,697 volumes were issued, giving an average daily issue of 457 volumes. The highest issue on a single day was on Saturday, November 17, when 848 volumes were issued. Since the re-organization of this Department was begun in 1911, the issues have steadily and considerably increased each year, with the exception of the first year of the war, when there was a decrease of 1,130 volumes. This year, however, the increase has been

much greater than in any preceding year, the increase being 15,499 volumes, making the daily average issue 61 more than last year. The total issues in the year ending March, 1911, were 75,672 volumes; this year they were 127,697 volumes, an increase of 52,025 volumes.

The statistics, as compared with those of last year, show that there have been increases in the issues of books from all sections, excepting Philosophy, and Geography and Travel, the decreases in these sections being 22 and 309 respectively. The increases are as follows: General and Bibliography, 7 vols.; Religion, 140 vols.; Sociology, 128 vols.; Language and Literature, 924 vols.; Natural Science, 211 vols.; Useful Arts, 814 vols.; Fine Arts, 330 vols.; Biography, 779 vols.; History, 699 vols.; Fiction 9,729 vols.; Juvenile Fiction, 207 vols.; Juvenile Miscellaneous, 1,862 vols. The present percentage of fiction issued from the adult and juvenile sections is 70·21, the fiction issued from the adult section only being 69·67 as compared with 69·19 per cent. last year.

LIBRARY PUBLICATIONS.

Three numbers of the "Readers' Guide" were issued during the year, each of which contained the usual annotated list of books added to the Library, and a special annotated and classified catalogue of books on a subject of particular interest. In the June number was published an annotated and classified catalogue of books on America and the Great War, and a reading list on Jane Austen, prepared in connection with the Austen Centenary (see p. 7). The September number contained a select annotated list of recent books and articles on Educational Reconstruction, and a classified catalogue of books on Rome and the Middle Ages, the subject of the Norwich University Extension Lectures. A second supplement to the catalogue of books on the Great War, published in January, 1916, was printed in the January number.

The select annotated and classified catalogue of books, pamphlets and articles dealing with the most important phases of Norwich, entitled, "Guide to the Study of Norwich," which was compiled by the City Librarian, and published in 1914, is now out of print. It has been a means of extending the usefulness of the Local Collection. The copy for an enlarged edition is ready.

Only 54 copies remain of the history of the City Library and the Public Library, entitled, "Three Centuries of a City Library" (3s. net), which was written by the City Librarian, and published last year in commemoration of the sixtieth anniversary of the Public Library. The cost of printing the book has almost been defrayed by the receipts from the copies already sold.

The eighth edition of the Fiction Catalogue, published in April, became out of print in January, and a ninth edition was

printed in February, its price being raised from twopence to threepence owing to the increased price of production.

The card catalogues (authors and subjects) of the books in the Lending Library have been kept up to date.

BORROWERS.

3,008 tickets have been issued to new borrowers, viz. : 1,832 ordinary tickets, 467 juvenile tickets, and 709 students' tickets. There are now 8,501 tickets in force, viz. : 5,027 ordinary tickets, 1,263 juvenile tickets, and 2,211 students' tickets.

DONATIONS.

A list of donors of books is printed on pages 12-15, and mention of several of the donations is made under the heading, "Local Collection."

Special attention is drawn to the late Capt. Frank W. Haldinstein's bequest of books, of which copies were not in the Library. The Committee greatly appreciated the gift of 74 volumes, not merely for its intrinsic value, but as a token of the testator's civic spirit and appreciation of the value of this Library. As an ardent student of history and archæology, Capt. Haldinstein was a constant reader at this Library, and he acknowledged that the valuable Historical Section was of much assistance to him in his studies for the open scholarship for Modern History at Christ Church, Oxford, which he gained in 1912.

The Misses Colman, of Carrow House, kindly presented a handsome wall map-case, in oak, containing six large maps.

WORK WITH SCHOLARS.

The Juvenile Section of the Lending Library has been augmented by 76 volumes, and now contains 1,732 volumes, of which 826 volumes deal with various departments of knowledge, and 906 volumes are fiction. The total annual issue was 35,393 volumes, being an increase of 2,069 volumes. The fiction issue in this department has decreased from 75.44 to 71.62 per cent.

With the view of increasing the usefulness of the Library to scholars, a classified Collection of Pictures illustrating such subjects as geography, history and biography, local history, the sciences and arts, literature, etc., is being formed by co-operation with the Education Committee, who have agreed to pay the cost of the mounts. The Library is providing numerous illustrations from old periodicals and other sources, and a committee of teachers are selecting and mounting the illustrations, which are being classified, and stored at the Library for the use of schools. A good start has been made, and it is anticipated that the Library will soon be

in a position to lend to teachers large illustrations as well as books on the subjects of their lessons.

The following three lectures were given at the Library to the senior scholars of the Crook's Place Boys' School, with the object of increasing their knowledge of the practical use of books and illustrations : (1) The history and making of a book, by the City Librarian ; (2) Dictionaries and Encyclopædias, by S. W. Grimble, Esq., the teacher of the boys ; and (3) Local Maps, Illustrations and Record Photographs, by Edward Peake, Esq., the Head Master.

It is very gratifying to note that an increasing number of senior scholars are using the Library ; practically all the scholars in the upper forms at the City of Norwich School and the Girls' Municipal Secondary School are members of the Lending Library.

REFERENCE LIBRARY.

The statistical table on page 17 shows the monthly issues of books in the Reference Library, which was open on 304 days. The total number of volumes issued was 11,168, an increase of 214, giving a daily average of 37 volumes as compared with 35 volumes last year. It was reported last year that it had been impossible for the City Librarian to begin the work of classifying and cataloguing all the books in the Reference Library, owing to the trained assistants being on service. He has naturally been unable to begin the work this year.

LOCAL COLLECTION.

The collection of literature relating to Norfolk and Norwich has been increased by 164 volumes and 309 pamphlets, the majority of which were received as donations.

The outstanding addition to this Collection has been made by A. H. Patterson, Esq., the eminent Norfolk naturalist, who is also well-known to readers of the " Eastern Daily Press " by his pseudonym, " John Knowlitt." In January Mr. Patterson gave to the Library on certain conditions his splendid collection of his writings and sketches, comprising his manuscript note-books from 1878 to 1916 (including original drawings, printed articles and letters), a complete set of his published works relating to the natural history of Norfolk, and about a thousand of his political, football and fishing cartoons of local interest. In February the City Council passed a resolution of thanks to Mr. Patterson for his generous gift. Mr. Patterson is one of the best naturalists which Norfolk has ever produced, and his writings will be of great value to students because they embody the results of his continuous study during the past forty years of the fauna of the Norfolk Estuary.

(Breydon)—a district particularly attractive to British naturalists. His note-books are a mine of valuable information, for in them since 1878 he has recorded day by day his careful observations of the fauna, and has preserved notes of curious and interesting specimens which have been brought to him, pen and ink sketches, and coloured drawings of interesting examples, and letters from other naturalists regarding his work. Mr. Patterson is a prolific writer, and in addition to hundreds of articles and letters he has published nearly a score of books, the most important of which are "Notes of an East Coast Naturalist," "Nature in Eastern Norfolk," and "Wild Life on a Norfolk Estuary." An exhibition, representative of his collection, was arranged in the Reading Room of the Library, and aroused much interest.

Other noteworthy additions to the Collection are the following : a collection of old deeds and documents relating to various properties in Norfolk, presented by Councillor George Cubitt ; a copy of a scarce publication, "Eleven Original Etchings," by Miles Edmund Cotman, 1846, and a writing-case of John Sell Cotman, presented by James Reeve, Esq., F.G.S. ; an album of etchings by Cecilia Lucy Brightwell ; a volume of 66 plates for John Hunt's rare work, "British Ornithology," 1815-22, purchased from A. R. Grand, Esq., a grandson of the author, and a volume of 108 plates for the same work purchased from a bookseller. Twenty-one plates only are now required to complete the imperfect copy of the work in the Collection.

The work of classifying and cataloguing the entire Collection has been at a standstill during the year.

Considerable additions of photographs and printed material have been made to the section which was begun last year with the object of forming a local record of Norfolk's share in the Great War. A leaflet has been issued, giving particulars of the desiderata.

NORFOLK AND NORWICH PHOTOGRAPHIC SURVEY.

The Norfolk and Norwich Photographic Survey Collection has been increased by 242 prints, and it now numbers 2,194 prints and 59 lantern slides. As was the case last year, most of the additions relate to Norfolk's share in the Great War, to which reference is made in the preceding paragraph.

No donations in cash were received for the development of the Collection, and there is only the small sum of £5 12s. 11d. available for obtaining prints from negatives offered on loan.

NEWS AND READING ROOMS.

The News and Reading Rooms have been used extensively by civilians and soldiers.

BOOKBINDING.

The sum of £56 os. 1d. was expended on the binding of 632 volumes in the Lending and Reference Departments, and £1 14s. 9d. was paid for stamping the classification marks on 543 volumes. Several hundred small repairs to books were executed by the Library staff.

BOOKS FOR THE BLIND.

The usual subscription was continued to the National Lending Library for the Blind for the loan of twenty volumes periodically. The total number of volumes borrowed during the year was 101, as against 212 last year.

OLD BOOKS AND PERIODICALS.

The best of the books discarded from the adult Lending Library were sent to the Camps Library. Some of the old newspapers were given, as in former years, to the Workhouse.

AUSTEN CENTENARY.

An interesting literary event which did not pass unnoticed in Norwich was the centenary of the death of Jane Austen. An annotated list of the works by and about Jane Austen in the Library was published in the June number of the "Readers' Guide." A small exhibition of books was arranged in the Reading Room, and on the centenary day (July 18) M. M. Pattison Muir, Esq., M.A., delivered a lecture on Jane Austen at the Technical Institute, when the Chairman of this Committee presided.

PUBLIC LECTURES.

The success of the occasional lectures arranged by the Committee last year in connection with centenaries led the Committee to adopt the City Librarian's suggestion that public lectures should form a definite part of the work of the Library. The Committee were further influenced in this decision by a request from the President of the Norwich Branch of the Workers' Educational Association that such lectures should be given. Six free public lectures were therefore delivered, with one exception, in the Lecture Room, and on each occasion the room was filled with an appreciative audience: October 15, Charles Lamb, by M. M. Pattison Muir, Esq., M.A.; the Dean of Norwich presided. November 12, Wordsworth's message for to-day, by Walter Stephenson, Esq., M.Litt.; F. C. Hinde, Esq., presided. December 10, Eighteenth century novelists, by Miss E. S. Brodrick; the Rev. W. Busby, M.A., presided. January 21 (at the Technical Institute),

English war poetry,¹ by the Dean of Norwich; Alderman H. J. Copeman presided. February 18, Abraham Lincoln, and his message for to-day, by the Rev. Lawrence Redfern, M.A., B.D.; Councillor A. M. Stevens presided. March 18, Garibaldi, by the Rev. R. M. Pattison Muir, M.A.; Sir Eustace Gurney presided.

In order that lantern lectures may be given, an electric lantern has been purchased with part of the proceeds from the sale of old books and periodicals. A special series of lectures at the Library for soldiers is referred to on page 10.

NORWICH UNIVERSITY EXTENSION SOCIETY.

In continuance of the recent practice of publishing a select list of books relating to the subject of the series of lectures arranged by the Norwich University Extension Society, the September number of the "Readers' Guide" contained an annotated and classified catalogue of books on "Rome and the Middle Ages," the subject of the lectures by J. Travis Mills, Esq., M.A. At the Annual Meeting of the Society a vote of thanks to the Library was passed for the help rendered.

The City Librarian was re-elected a co-opted member of the Committee of the Society.

CENTRAL LIBRARY FOR STUDENTS.

By request, the Committee recently agreed to co-operate with the Central Library for Students, which was founded in London in 1916. That Library recognises that the limited funds of public libraries prevent the acquisition of standard books for which there is only a very restricted demand, and it therefore aims in one of its aspects to supplement the book resources of public libraries, in so far as the more expensive standard books in any department of knowledge are concerned. It strives to meet the needs of individual students or groups of students who are unable to obtain from other sources books essential for their studies, costing not less than 5s. each. The books are lent free of charge, save for the cost of carriage which must be paid by the applicant both ways. It is desired that all applications from students in Norwich shall be made through this Library.

WORKERS' EDUCATIONAL ASSOCIATION.

The use of the Lecture Room was granted to the Norwich Branch of the Workers' Educational Association. Nine meetings were held, six being devoted to the study of economic problems of the war, and industrial reconstruction, and three to the teaching of history.

¹ By kind permission of the Dean this lecture has been reprinted in the April, 1918, issue of the "Readers' Guide."

PREHISTORIC SOCIETY OF EAST ANGLIA.

During the year the Prehistoric Society of East Anglia held its meetings at the Library.

COMMERCIAL AND TECHNICAL SECTIONS.

Last year it was reported that this Committee had adopted the City Librarian's suggestions for developing the Commercial and Technical Sections of the Library, with the view of rendering more assistance than hitherto in furthering local industry and trade. These sections must necessarily be strengthened slowly, with due regard to the development of the other sections, and as the general work of the Library will permit. Some progress has already been made, and the additional directories and technical works provided are being much used and appreciated.

At the Annual Conference of the Library Association two sessions were devoted to the subjects of Commercial and Technical Libraries, and their great importance was urged in two resolutions which were carried unanimously. The Rt. Hon. C. Addison, M.P., Minister of Reconstruction, attended the Conference, and in the course of his speech said :

"In any scheme for promoting the development of commercial and technical information, the results of research and so on in any localities, I hope we shall find that our libraries will play a very important part. . . . I should hope that, as the result of some of your deliberations . . . you will devise a system, and I hope that local authorities interested in the industries of their district will encourage it, whereby use may be made of the public libraries of the country as centres of information of a special character appropriate and useful for the trades in their districts. . . . Once we can bring about a proper working relation between our higher educational system and the business men and the industries of the country, then we shall be on the high road for increased productivity which is essential if we are to maintain our standing after the war."

THE LIBRARY IN WAR TIME.

The Library has continued to fulfil special national functions during the year. The representative collection of books on all phases of the war, and the important problems involved, which was formed in 1915, has been augmented by a careful selection of the best recent books, of which a supplementary catalogue (the second supplement) was published in the January number of the "Readers' Guide."

A large number of the soldiers billeted in Norwich availed themselves of the facilities for recreative reading and study, offered by the Lending and Reference Departments. At the beginning of the autumn a letter was received from the Officer Commanding, thanking the Committee for again placing the resources of the

Library at the disposal of soldiers, and stating that in the past "the facilities have been greatly appreciated by all concerned." Individual letters of thanks were also received from officers and men who found the Library a great boon to them. Lieut.-Colonel W. A. J. O'Meara, C.M.G., marked his appreciation by presenting to the Library a wax model of part of the Somme Battlefields, with which he sent the following letter :

"Dear Mr. Stephen, I have spent many of my leisure moments in Norwich in modelling a part of the Somme Battlefields in wax from a map cut out from "The Times"; it is on a scale of about 1 in. to three-quarters of a mile, and the vertical heights have been exaggerated about ten-fold. In view of the assistance you have rendered me, and the facilities that have been placed at my disposal in connexion with the use of your Library, I now wish to offer the map and model to your Library Committee as a small thankoffering. Yours sincerely, W. A. J. O'Meara."

The thanks of the Council were given to Lieut.-Colonel O'Meara for his gift.

The Library contains all the important books recommended in the official syllabus issued by the Army in connexion with the scheme of educational training for young soldiers.

The City Librarian arranged thirty lectures for the young soldiers in the City, by request of the Military Authorities, and they were delivered in the Lecture Room during the first three months of 1918. The lectures were chiefly on historical, topographical, scientific and technical subjects, and most of them were illustrated by the electric lantern. The Committee are indebted to the following lecturers who kindly gave their services: B. H. Barber, Esq., J. Beattie, Esq., R. F. Betts, Esq., B.Sc., Rev. Frank Child, M.A., A. E. Collins, Esq., M.Inst.C.E., W. P. Cooper, Esq., B.A., Thos. Glover, Esq., M.Inst.C.E., Rev. J. H. Griffiths, M.A., Rev. F. E. Hamond, S. Hemsley, Esq., B.A., Mrs. F. W. Ketley, F. M. Long, Esq., A.M.Inst.C.E., Rev. R. M. Pattison Muir, M.A., Edward Peake, Esq., Rev. Lawrence Redfern, M.A., B.D., W. A. Riley, Esq., F.C.S., Walter R. Rudd, Esq., A. F. Scott, Esq., Rev. T. P. Spedding, W. Stephenson, Esq., M.Litt., The Venerable Archdeacon Westcott, D.D., and F. D. Wheeler, Esq., M.A., LL.D. The Chairman of this Committee received an appreciative letter expressing the thanks of Major-General Landon, C.B., to the Committee for allowing the Lecture Room to be used for the lectures, and to the City Librarian for arranging the lectures. The letter stated that the lectures had been of much educational value to the young soldiers, and had been much appreciated.

The City Librarian is collecting for the Imperial War Museum, by request, duplicates of any printed material (posters, reports, pamphlets, programmes, etc.) relating to local war activities. A good batch of material has already been forwarded.

The Library has continued to be a receiving depôt for the Camps Library, the official organisation for providing libraries for all the camps of the British armies at home and abroad. During the year about 351 books and 995 magazines were forwarded from Norfolk and Norwich readers, making a total of 6,858 items sent since February, 1916.

In the purchase of books particular attention has been paid to subjects of national importance. Additional standard works on the making of munitions, thrift and economy, and vegetable gardening were obtained. The books on these subjects have been used extensively.

STAFF.

The routine work of the Lending Library is being carried on by a staff of temporary lady assistants during the absence of four members of the permanent staff who are now serving with H.M. Forces. There have been two changes in the personnel of the staff. Mr. J. Brooks, who had been in the service of the Committee for about twenty-three years, as a book-repairer and latterly as a newsroom attendant, tendered his resignation in October, owing to failing health.

CONCLUSION.

The various activities of the Library and the increasing number of citizens and soldiers who are using it, are evidences that it is fulfilling its important mission. The Committee are doing their utmost to increase the efficiency of the Library, more especially as they realise its great value to the community at the present time. The words of the eminent scholar and soldier, Lieut.-Colonel Sir Frederic G. Kenyon, K.C.B., Director and Principal Librarian of the British Museum, are even more apposite now than they were last year when they were addressed to this Committee on the occasion of the sixtieth anniversary of the Library: "Every influence that reinforces our spiritual nature makes us stronger for the struggle in which we are engaged; and the Public Library, whether as the source of knowledge or as a reservoir of mental refreshment and stimulus, is a spiritual influence of the first order. We shall fight better and endure hardships better if our minds are trained and our spirits refreshed; and both for knowledge and for imaginative literature we must come to the Library. Therefore, in cherishing our Libraries we are increasing the fighting strength of our nation, and making it more worthy of victory in this, its hour of trial."

The Committee wish again to express their appreciation of the valuable services of their Librarian, Mr. G. A. Stephen, to whose strenuous efforts the increasing usefulness of the Library is largely attributable. Mr. Stephen has maintained and increased the work of the Library in spite of the fact that the absence of the Deputy Librarian and three other members of the staff on Active Service, besides other staff changes, have thrown upon him considerably more work and responsibility.

HENRY J. COPEMAN,

Chairman.

DONORS TO THE LIBRARY.

	Vols.	Pamphlets.	Prints.
Australia, High Commissioner for	...	3	
Beecheno, F. R., Norwich	...		I
Beeching, H. C., D.D., D.LITT. (The Very Rev. the Dean of Norwich)	...		I
Berney, H., Croydon	...		I
Bliss, R. Lee, Norwich	...		I
Bolingbroke, L. G., Norwich	...	2	
British Association for the Advancement of Science	...	I	
British Engineers' Association	...	I	
British Museum, Trustees of...	...		14
British Red Cross Society (Norfolk Division)	...		I
British Red Cross Society (Norwich Division)	...	I	9
Bryce, Rt. Hon. Viscount, O.M.	...		I
Burgess, Miss L., Norwich	...	2	
Burton, C. W., Norwich, Conn., U.S.A.	...		I
Buxton, G. F., V.D., D.L., J.P., Dunston	...	2	
Cadet Norfolk Artillery, Norwich	...		I
Canada, High Commissioner for	...	I	
Carnegie United Kingdom Trust, Dun- fermline	...	5	
City and Guilds of London Institute	...	I	
Clarke, C. J., Norwich	...		5
Clarke, W. G., Norwich	...	I	

		Vols.	Pamphlets.	Prints.
Coe, A. E., & Son, Norwich		I	
College of Preceptors	I		
Co-operative Union, Ltd.	I		
Copeman, Alderman H. J., J.P., Norwich	32			
Corlette, Major H. C., Norwich		2	
Coulton, G. G., M.A., Cambridge	I		
Council for the Study of International Relations, London	I		
Cozens-Hardy, A., Norwich	I		
Cozens-Hardy, S., Norwich		2	
Crosse, H., M.D., Norwich	9		
Crosskill, Lieut.-Col., R. C. O., Norwich		I	
Cubitt, G., Norwich (Deeds relating to Norfolk)		I	
Cudworth, W. H., Norwood, Mass, U.S.A.	I			
Dack, Chas., Peterborough	2	6	
Day, John, Norwich	7		
Dobson, Austin, London	I		
Dod's Peerage, Ltd., London	I		
Duffin, H. C., M.A., High School, Newcastle- under-Lyme	I		
Egyptian Society of East Anglia		I	
Euren, A. D., Norwich	I		
Finch, J., Norwich		II	I
Fisher, G. H., Norwich		I	
Gallpen, C. G., Norwich		3	
Gerish, W. B., Caister-on-Sea	7	I	
Gibson, E. A., Norwich		I	
Gladstone, Capt. Hugh S., F.L.S., London			I	
Goose, H., Norwich		2	
Grand, A. R., Norwich		I	
Great Eastern Railway	I	I	
Great Yarmouth Union		I	
Green, F. J., Norwich		I	
Grocers' Company, London...	...	I		
Gurney, Sir Eustace, Sprowston	2	3	2
Gurney, J. H., F.L.S., F.Z.S., Keswick ...	26			
Haldinstein, The late Capt. F. W., Norwich	74			
Hannah, Rev. J. A., M.A., Norwich and Ely Training College		I	
Hemsley, S., Louth	I		
Hooper, Jas., Norwich	I	7	
Hornor, F., and Sons, Norwich		I	
Hotblack, Mrs. J., Norwich...	...		I	
Howard, H. J.		I	

	Vols.	Pamphlets.	Prints.
India Office	9		
Jarrold, Messrs., & Sons, Norwich ...	4		
Jewson, Alderman Geo., Norwich ...		I	
John Crerar Library, Chicago, U.S.A. ...	I		
King's Lynn Corporation	I		
Leigh, W. Austen, Roehampton, London ...		I	
Library of Congress, Washington, U.S.A. ...	I		
Lister, R. J., London	I	I	
London, Society of East Anglians ...		I	
Long, Sydney H., M.D., F.Z.S., Norwich ...		I	
Lowerison, H., Heacham	2		
Mann, A. H., M.D., Cambridge	2	40	I
May, G., Norwich			6
Mercers' Company, London	I		
Morgan, Major, Norwich			I
Morris Printing Co., Ltd., Norwich ...		I	
Mullens, W. H., M.A.	I	I	
Museums Journal, Editor		2	
National Union of Teachers	I		
New South Wales, Agent-General for ...	2		
Norfolk and Norwich Eye Infirmary ...		I	
Norfolk County Council		I	
Norfolk Estuary Company		I	
Norfolk War Hospital	I		
Norwich Castle Museum Committee ...	II	I	
Norwich Chamber of Commerce		2	
Norwich Consolidated Charities		2	
Norwich Post Office Telephones	I		
Norwich Union Life Office		2	
O'Donoghue, Rev. E. G., London		I	
Oliver, Prof. F. W., London		6	
O'Meara, Lieut.-Col. W. A. J., C.M.G., London	2	2	
Page, J. J. G., Norwich		I	
Paton, J. and J., London	I		
Patterson, A. H., Great Yarmouth ...	68	12	5
Payen-Payne, de V., London		I	
Perry, E. & Co., Ltd., London	I		
Reeve, James, F.G.S., Norwich	2		
Research Defence Society	I		
Restieaux, J. J., Norwich	3		
Roberts, G. H., M.P., Norwich	2		
Roberts, Messrs. & Co., Norwich		2	
Royal Agricultural Society of England ...	2	3	
Rye, Walter, Norwich	3	4	

		Vols.	Pamphlets.	Prints.
Samuel, Arthur Michael, London	...	I	2	
Scott, R. Bagge, Norwich	...		I	
Seabrooke, W., Norwich	...		2	
Sheffield University	...	I		
Soldiers' and Sailors' Families Association		I	2	
Soman, A. E., & Co., Norwich	...		4	
Southwell, Mrs. E. B., Norwich	...		I	
Stationery Office, H.M., London	...	20	I2	
Stubbs' Publishing Co., London	...	I		
Sussex Archæological Society	...	I		
Taylor, Allen, Hessele.	...		I	
Tennant, Miss, Norwich	...			3
Thorne, W. Benson, F.L.A., London	...		I	
Tingey, J. G., M.A., Norwich	...		I	
Town and County Directories, Ltd., Edinburgh	...	I		
University Tutorial Press	...	I		
Victória, Agent-General for...	...	I		
Vince, H. J., Norwich	...		5	
Voluntary War Work Association (Norfolk and Norwich Branch)	...		I	
Waddel, J. S., Leiston	...		I	
Walter, J. H. F., J.P., Drayton	...		I	
Williams, Miss, Norwich	...	4	2	I
Woodrow, E. C., Norwich	...		2	
Woodward, H., F.R.S., F.G.S., London	...		3	
Young, Lieut. E. Hilton, M.P., Norwich	...	I2		

LENDING LIBRARY

Classification of the Issues of Books, 1917-18

CLASSES.	Stock of Vols..	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals : 1916-17.
General & Bibliography	42	10	4	4	3	4	8	4	3	8	11	9	7	75	68
Philosophy ...	437	54	62	51	33	32	41	46	49	53	45	61	55	582	604
Religion ...	1,342	126	94	98	84	104	105	155	140	96	134	120	108	1,364	1,224
Sociology ...	1,349	118	90	90	100	106	116	142	130	134	142	132	154	1,454	1,326
Language & Literature	2,539	473	421	507	383	420	390	529	596	535	598	569	599	6,020	5,096
Natural Science	1,032	166	169	156	146	106	149	191	239	165	170	250	255	2,162	1,951
Useful Arts ...	961	389	313	391	332	307	300	401	417	367	392	378	387	4,374	3,560
Fine Arts ...	1,274	312	259	298	305	268	303	341	412	372	319	370	409	3,968	3,638
Biography ...	2,457	174	199	239	190	170	198	269	313	278	263	272	271	2,836	2,057
Geography and Travel	1,221	246	210	191	200	153	127	175	198	189	198	181	215	2,283	2,592
History ...	1,326	241	215	210	187	204	218	285	301	249	260	238	269	2,877	2,178
Fiction ...	3,639	5,226	4,654	4,940	4,941	5,018	5,215	5,719	5,932	5,627	5,620	5,426	5,991	64,309	54,580
Tales for Juveniles ...	906	2,217	2,046	2,076	2,137	1,902	1,887	2,291	2,378	2,096	2,112	1,990	2,217	25,349	25,142
Miscellaneous Books for Juveniles	826	710	586	741	850	610	712	988	1,221	970	918	874	864	10,044	8,182
	19,351	10,462	9,322	9,992	9,891	9,404	9,769	11,536	12,329	11,139	11,182	10,870	11,801	127,697	112,198
Number of days open	...	21½	23½	24	24	23½	23	25	23½	21½	24½	22	23½	279½	283½
Daily average issue, 1917-18	486	396	416	412	400	425	461	524	518	456	494	513	457	—
" " " 1916-17	415	358	353	350	328	381	409	422	428	411	449	454	—	396

REFERENCE LIBRARY

Classification of the Issues of Books, 1917-18

CLASSES.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals 1916-7.
General and Bibliography	175	202	108	129	157	165	166	257	274	272	294	233	2,432	2,047
Philosophy	8	6	7	2	1	—	1	10	6	2	4	8	55	112
Religion	43	36	16	16	19	31	44	50	36	48	46	13	398	594
Sociology	34	34	50	38	46	31	35	22	25	67	55	27	464	902
Language and Literature	92	75	80	78	65	117	136	133	148	167	106	100	1297	883
Natural Science	33	60	71	48	24	72	23	96	41	102	87	79	736	634
Useful Arts	125	96	109	122	101	157	123	99	34	78	115	127	1,286	1,232
Fine Arts	42	46	51	133	70	54	85	115	78	77	85	114	950	997
Biography	33	62	54	23	72	59	108	60	54	62	71	60	718	772
Geography and Travel	53	17	16	20	31	14	22	20	5	28	21	25	272	173
History	70	61	57	47	43	51	103	60	28	141	70	37	768	868
Local Collection	131	220	169	145	280	137	137	113	102	100	134	124	1,792	1,740
	839	915	788	801	909	888	983	1,035	831	1,144	1,088	947	11,168	10,954
Daily average issue	36	35	30	31	35	36	36	40	36	42	45	38	37	35
Number of days open	23	26	26	26	26	25	27	26	23	27	24	25	304	309

REVENUE ACCOUNT FOR THE YEAR

Expenditure.

	£	s.	d.	£	s.	d.
To Salaries				774	0	8
Insurance	38	16	6			
Rates	67	3	9			
Books and Carriage	257	16	11			
Bookbinding	57	19	10			
Newspapers and Periodicals	109	7	5			
Printing, Stationery, and Library Appliances	62	18	2			
"Readers' Guide"—Printing	44	19	0			
Cleaning Windows	3	16	6			
General Repairs and Cleaning	97	4	1			
Electric Light	81	2	3			
Gas and Water	3	15	2			
Steam for Heating	52	12	4			
Winding and Regulating Clocks	1	11	4			
Telephone Rental	6	0	0			
Employers' Contributions—National Insurance Act, 1911	3	11	7			
Restoration of Fabric—Balance	122	10	6			
Electric Lantern and Accessories	15	4	0			
Bentwood Chairs	9	7	6			
Miscellaneous	25	19	2			
				1061	16	0
				1835	16	8
Balance, being excess Income over Expenditure ...				47	17	9
				£1883	14	5

Fines Account for the Year

	£	s.	d.
To Books, Manuscripts, Prints, &c., for Local Collection ...	32	7	5
Bookbinding	1	7	1
Purchase of "Norfolk Chronicle" file—Fifth instalment ...	12	10	0
	46	4	6
Balance, being excess Income over Expenditure ...	6	11	11
	£52	16	5

Photographic Survey Account for

	s.	d.
To Prints for Photographic Survey	2	6

Hillen's Bequest Account for

	£	s.	d.
To Balance being excess Income over Expenditure ...	33	15	0

ENDED 31ST MARCH, 1918.

Income.

		£	s.	d.	£	s.	d.
By Sale of Borrowers' Tickets	...		9	9			
Papers	...	6	1	5			
Post Cards, &c.	...	4	10	9			
Waste Paper	...	47	13	10			
Special Fees for use of Library	...	12	10	0			
Rent of Basement	...	15	0	0			
"Readers' Guide"—Sale of copies	...	19	18	10			
"History of Library"—do.	...	7	12	8			
Accident Compensation	...	2	0	10			
Miscellaneous	...	4	16	4			
					120	14	5
Rate in respect of the period from 1st April to 30th June, 1917	...	458	10	0			
Rate for the period from 1st July to 31st December, 1917	...	854	0	0			
Rate in respect of the period from 1st January to 30th June, 1918—Proportion to the 31st March	...	450	10	0			
					1763	0	0

 £1883 14 5
ended 31st March, 1918.

		£	s.	d.
By Fines	...	52	16	5

 £52 16 5
the Year ended 31st March, 1918.

		s.	d.
By Balance, being excess Expenditure over Income	...	2	6

the Year ended 31st March, 1918.

		£	s.	d.
By Interest—2 years	...	33	15	0

BALANCE SHEET—

Liabilities.

	£	s.	d.	£	s.	d.
Sundry Creditors				136	5	5
Revenue Balance, 31st March, 1917	251	16	2			
Ditto for the current year	47	17	9			
	<hr/>			299	13	11
Fines Account Revenue Balance, 31st March, 1917	30	15	10			
Ditto for the current year	6	11	11			
	<hr/>			37	7	9
Photographic Survey Account—						
Revenue Balance, 31st March, 1917	5	15	5			
<i>Less</i> deficiency for the current year		2	6			
	<hr/>			5	12	11
Hillen's Bequest Account—						
Revenue Balance, 31st March, 1918				33	15	0
				<hr/>		
				<u>£512 15 0</u>		

REVENUE ACCOUNT.

			Assets.					
						£	s.	d.
Cash in hand—Treasurer	510	15	0
Librarian	2	0	0
						<hr/>		
						512 15 0		

£512 15 0

ARTHUR F. GENTRY, F.S.A.A.,
City Accountant.

CITY OF NORWICH



ANNUAL REPORT OF THE Public Library Committee TO THE TOWN COUNCIL

FOR THE YEAR ENDED 31st MARCH, 1919

COMMITTEE:

Chairman—ALDERMAN HENRY J. COPEMAN, J.P.

Vice-Chairman—

ALDERMAN R. G. BAGSHAW, J.P. (Till Nov., 1918)

COUNCILLOR J. F. HENDERSON, J.P. (From Nov., 1918)

Members of the Council—

COUNCILLOR SIR A. W. F. BAGGE,
BART., B.A., LL.B.

ALD. DR. E. E. BLYTH, J.P., B.A.

COUNCILLOR GEORGE CUBITT

COUNCILLOR GEORGE DENNIS

COUNCILLOR WALTER J. JOSEPH

COUNCILLOR A. M. STEVENS

Co-opted Members—

THE VERY REV. THE DEAN OF
NORWICH (H. C. BEECHING,
D.D., D.LITT., Deceased)

REV. W. BUSBY, M.A.

REV. J. GLYNN EDWARDS, B.A.

MR. F. W. HARMER, J.P., M.A.,
F.G.S., F.R. MET. SOC.

MR. FRANK C. HINDE

MR. WALTER RYE

Town Clerk—ARNOLD H. MILLER, O.B.E.

City Librarian—GEO. A. STEPHEN, F.L.A.

Sub-Librarian—CHARLES NOWELL, F.L.A.

CITY OF NORWICH

PUBLIC LIBRARY

ANNUAL REPORT, 1918-19

The Public Library Committee have pleasure in presenting the following report on the work accomplished during the financial year ended 31st March, 1919.

COMMITTEE.

The Committee have sustained an irreparable loss by the death of the Dean of Norwich (the Very Rev. H. C. Beeching, D.D., D.Litt.), who had been a co-opted member of the Committee since December, 1913. His services as an eminent man of letters were a most valuable asset to the Library, and they were greatly appreciated by the Committee. He kept in close touch with the City Librarian, he took an enthusiastic and active interest in the work of the Library, and he was an ardent supporter of the series of public lectures held under the auspices of this Committee. He induced several distinguished lecturers to give their services freely, and he favoured the Committee by giving three scholarly lectures—described by the *Library World* as “the best of their kind”—on “Shakespeare and the English Ideal,” “Thomas Gray” and “English War Poetry,” all of which he kindly allowed to be printed *in extenso* in the “Readers’ Guide,” published by this Committee. As a memento of the Dean’s connexion with the Library, Mrs. Beeching kindly presented the bust of Milton from his private library, and she also gave the manuscript of the life of George Borrow, upon which he was engaged at the time of his death. The City Librarian has prepared an annotated bibliography of the Dean’s writings and the works edited by him, which will be published in the April number of the “Readers’ Guide,” with a charming memoir of the Dean by his life-long friend, Sir Sidney Lee, D.Litt., F.B.A., to whom the Committee is much indebted.

Owing to ill-health Alderman R. G. Bagshaw severed his connexion with the Committee in November. He served on the Committee continuously from the year 1883, and he was its esteemed vice-chairman from November 1907 to 1918. Throughout his long service he was keenly interested in the Library, and his business acumen was much appreciated by his fellow-members.

In December the Committee had great pleasure in congratulating Mr. F. W. Harmer on his receiving the distinction of the honorary degree of Master of Arts, conferred upon him by the University of Cambridge in recognition of his eminent services to geology.

STOCK.

During the year 1,152 volumes and 234 pamphlets were added by purchase or gift, 794 volumes being located in the Lending Library, 237 volumes and 42 pamphlets in the Reference Library, and 121 volumes and 192 pamphlets in the Local Collection.

ISSUES AND VISITS.

The total number of volumes issued to readers during the year from the Lending and Reference Departments was 139,545 as compared with 138,865 volumes issued last year, making an increase of 680 volumes. The estimated number of issues of directories, year-books and kindred publications on the open shelves of the Reading Room, based on actual counts, was 24,560, giving a total issue of 164,105, excluding numerous references to time-tables, local prints and photographs. Further particulars of these issues are given under the headings, "Lending Library" and "Reference Library," and in the statistical tables on pages 16-17.

The estimated total visits to all departments of the Library was over 600,000.

LENDING LIBRARY.

On March 31 the Lending Library stock consisted of 20,145 volumes, the number of volumes in each class being shown in the statistical table on page 16. During the year 228 worn-out books were withdrawn, and 36 were replaced.

The statistical table on page 16 shows the monthly issues of books for home reading from each class. The Lending Library was open on 281½ days, reckoning Thursday (the early closing day) as a half-day, and 126,355 volumes were issued, giving an average daily issue of 448 volumes. The highest issue on a single day was on Saturday, January 25, when 837 volumes were issued. The total number of volumes issued from the adult and juvenile sections is a decrease of 1,342 on that of the previous year; the total issue from the adult section shows an increase of 3,662 volumes, but there was a decrease of 5,004 volumes from the juvenile section, which is explained on page 6.

The statistics show the vicissitudes of readers in their choice of subjects, as compared with those of last year. There were increases in the following sections: Philosophy, 113 vols.; Sociology, 749 vols.; Language and Literature, 419 vols.; Natural Science, 418 vols.; Biography, 5 vols.; Geography and Travel, 885 vols.; History, 209 vols.; and Fiction, 1,684 vols. The decreases were as follows: General and Bibliography, 14 vols.; Religion, 50 vols.; Useful Arts, 598 vols. (this decrease was probably due to the fact that this section requires to be increased with numerous standard technical books); Fine Arts, 158 vols.; Juvenile Fiction, 3,423 vols.; and Juvenile Miscellaneous, 1,581 vols.

The present percentage of fiction issued from the adult and juvenile sections is 69.58, the fiction issued from the adult section only being 68.76, as compared with 69.67 per cent. last year.

LIBRARY PUBLICATIONS.

Four numbers of the "Readers' Guide" were issued during the year, three of which contained, in addition to the usual annotated list of books added to the Library, a special annotated and classified catalogue of books on a subject of particular interest. In the April number was published the excellent lecture on "English War Poetry," which the late Dean of Norwich delivered under the auspices of this Committee in January, 1918. The July number contained an account of the life and writings of Mr. Arthur H. Patterson ("John Knowlitt") by the City Librarian, and an annotated bibliography of his writings, which was arranged in five sections: (1) Manuscripts; (2) Books and Pamphlets; (3) Principal Articles; (4) Cartoons; (5) Biography. The October number contained a reading list on Sir Walter Raleigh, prepared in connexion with the Raleigh tercentenary on October 29, and a classified catalogue of books on Literature and Life, the subject of the Norwich University Extension Lectures, delivered by the Rev. J. L. Barkway, M.A. A select annotated list of books and articles on Town Planning and Housing was published in the January number.

The ninth edition of the Fiction Catalogue, published in February, 1918, became out of print in February, and therefore a tenth edition has been ordered.

The card catalogues (authors and subjects) of the books in the Lending Library have been kept up to date, and have been much used by the public.

BORROWERS.

3,506 tickets have been issued to new borrowers, viz.: 2,322 ordinary tickets, 513 juvenile tickets, and 671 students' tickets. There are now 8,354 tickets in force, viz., 5,599 ordinary tickets, 979 juvenile tickets, and 1,776 students' tickets.

DONATIONS.

A list of donors of books is printed on pages 13-15, and mention of several of the donations is made under the heading, "Local Collection."

WORK WITH SCHOLARS.

The Juvenile Section of the Lending Library has been increased by 104 volumes, and now contains 1,836 volumes, of which 848

volumes deal with various departments of knowledge, and 988 volumes are fiction. The total issue was 30,389, being a decrease of 5,004 volumes as compared with last year. This considerable decrease was due to the re-opening of the school libraries in the elementary schools, which were closed by the Education Committee in 1915 as a matter of economy. The fiction issue in this department has increased from 71.62 per cent. to 72.15 per cent.

The second edition of the Catalogue of Books in the Juvenile Department, which was published in 1916, is out of print, but owing to the great increase in the cost of printing the Committee are unable to order a new edition.

REFERENCE LIBRARY.

On page 17 is a statistical table showing the monthly issues of books in the Reference Library, which was open on 307 days. The total number of volumes issued was 13,190, an increase of 2,022, giving a daily average of 43 volumes as compared with 37 volumes last year.

Now that the Sub-Librarian has returned from military service, and the demobilisation of the Chief Assistant in the Lending Library is anticipated, it is hoped that the work of classifying and cataloguing all the books in the Reference Library will be begun very soon.

LOCAL COLLECTION.

The valuable and extensive collection of literature relating to Norfolk and Norwich has been increased by 121 volumes and 192 pamphlets, the majority of which were received as donations.

The most noteworthy additions to the collection are the following : Commonplace book of Caleb Burrell Rose, a nineteenth century geologist long resident in Norfolk, and a copy of his "Sketch of the Geology of West Norfolk" (Swaffham : 1836), containing his manuscript notes ; Manuscript list of patents granted, 1617-1852, to persons resident in Norfolk, compiled by the late Mr. Richard B. Prosser, sometime Superintendent of Examiners at the Patent Office ; Elis Wyn's "The Sleeping Bard," translated by George Borrow (1860) ; Typewritten account of the Call Family, 1676-1767, and a typewritten copy of the life of Martin Call of Thetford, 1676-1767, written by himself, presented by Mr. Charles S. Romanes, of Edinburgh ; "Records of the 54th, West Norfolk, Regiment (Roorkee, 1881), presented by Mr. Reginald S. Harper, B.A., of West Ealing, London ; "Love in Idleness," poems (1883), being the second volume to which the late Dean Beeching was a contributor ; and eleven etchings by John Sell Cotman, and an original drawing by M. E. Cotman, presented by James Reeve, Esq., F.G.S.

The systematic classifying and cataloguing of the entire collection, which was suspended during the war, will shortly be continued.

The unique copy of Francis Blomefield's printed letter of inquiry (in the Local Collection) used by him in the compilation of his History of Norfolk will be reprinted and also published in facsimile in the next part of "Norfolk Archaeology" (now in the press), with an introductory article by the City Librarian.

An enlarged edition has been ordered of the "Guide to the Study of Norwich," compiled by the City Librarian in 1914, which has been out of print for more than a year.

The War Section which was begun in 1917 with the object of forming a local record of Norfolk's share in the Great War has been augmented with a fair number of photographs and printed material.

NORFOLK AND NORWICH PHOTOGRAPHIC SURVEY.

The Norfolk and Norwich Photographic Survey Collection has been increased by 247 prints, and 14 lantern slides, and it now numbers 2,441 prints and 73 lantern slides. Most of the additions of prints, as was the case in 1917 and 1918, relate to Norfolk's share in the Great War, to which reference is made in the preceding paragraph. There is only the small sum of £5 2s. 5d. available for obtaining prints from negatives offered on loan.

NORFOLK AND NORWICH ROLL OF HONOUR.

In regard to the Roll of Honour of the natives and residents of Norfolk and Norwich who have fallen in the War, which is required in connexion with the Norwich University College Scheme and the proposed Memorial Chapel in the Cathedral, this Committee has agreed that the Roll shall be compiled under the supervision of the City Librarian, provided that the wages for the necessary clerical assistance and the other expenses are not charged to the Public Library funds. With the view of obtaining uniform and adequate biographical particulars, which will enhance the value of the Roll, printed forms have been issued. The Cathedral Authorities have handed over the lists received by them.

NEWS AND READING ROOMS.

The News and Reading Rooms have again been used extensively by civilians and soldiers. The estimated attendances in these rooms, based on actual counts, is 460,000, giving a daily average of 1,498 persons.

BOOKBINDING.

The sum of £67 16s. 10d. was expended on the binding of 762 volumes in the Lending and Reference Departments, and £1 11s. 4d. was paid for stamping the classification marks on 375 volumes.

Several hundred minor repairs to books were executed by the library staff.

BOOKS FOR THE BLIND.

The Library's subscription to the National Lending Library for the Blind was continued for the loan of 20 volumes periodically. The total number of volumes borrowed during the year was 109, as against 101 last year.

PUBLIC LECTURES.

Last year a course of free public lectures, held monthly, was inaugurated as a result of the success of the occasional lectures previously arranged by the Committee in connexion with centenaries of authors. The keen appreciation by the public of these lectures led the Committee to arrange another course of lectures, which were delivered fortnightly. There were the following twelve free public lectures, nine of which were delivered in the Lecture Room, and three at the Technical Institute where there is more accommodation :

DATE.	SUBJECT.	LECTURER AND CHAIRMAN.
1918.		
† Oct. 14	How to Read.	Prof. John Adams, M.A., B.Sc., LL.D. (Chairman : The Lord Mayor).
„ 29	Sir Walter Raleigh.	Mr. W. J. Blake, M.A. (Chairman : Alderman H. J. Copeman).
Nov. 11	Poetry and Plays of John Masefield.	Prof. James Shelley, M.A. (Chairman : Alderman H. J. Copeman).
„ 25	*Alchemy	Mr. M. M. Pattison Muir, M.A. (Chairman : Mr. W. Lincolne Sutton, F.I.C.).
Dec. 16	*George Borrow.	Mr. Edward Peake. (Chairman : Canon Hay Aitken).
1919.		
† Jan. 13	*Town Planning and Housing.	Mr. Arthur E. Collins, M.Inst.C.E. (Chairman : Alderman H. J. Copeman).
„ 27	How to Read a Novel.	Mr. M. M. Pattison Muir, M.A. (Chairman : Councillor A. M. Stevens).
Feb. 10	*Airships and Aeroplanes.	Mr. J. T. Morton, A.F.Aë.S. (Chairman : Mr. Hugh Ramage, M.A.).
„ 24	The Dramatic Significance of Ibsen.	Prof. James Shelley, M.A. (Chairman : Mr. M. M. Pattison Muir, M.A.).
Mar. 10	The British Press and Sources of News.	Mr. T. L. G. Burley. (Chairman : Alderman H. J. Copeman).
† „ 24	Reminiscences of a Field Naturalist.	Mr. Arthur H. Patterson (" John Knowlittle"). (Chairman : Mr. A. Cozens-Hardy).
April 7	*Southern Palestine and General Allenby's Entry into Jerusalem.	Rev. J. H. Griffiths, M.A. (Chairman : Rev. S. R. Laver).

* With lantern illustrations.

† Delivered at the Technical Institute.

NORWICH UNIVERSITY EXTENSION SOCIETY.

The customary practice of co-operating with the Norwich University Extension Society, by publishing a select list of books relating to the subject of the series of lectures arranged by the Society was continued in the October number of the "Readers' Guide," which contained an annotated and classified catalogue of books on "Literature and Life," the subject of the twelve lectures by the Rev. J. L. Barkway, M.A. At the first lecture he congratulated the centre on the close co-operation of the Library, and said he had never been in a centre where the connexion was so close.

The City Librarian was re-elected a co-opted member of the Committee of the Society.

CENTRAL LIBRARY FOR STUDENTS.

The City Librarian was able to obtain on free loan from the Central Library for Students several expensive standard books (not in our Library) for Norwich citizens.

NORWICH ART CIRCLE.

The 67th exhibition of the Norwich Art Circle was held in the Lecture and Exhibition Room from September 7 to 21 inclusive.

THE LIBRARY IN WAR-TIME.

The Library has continued to fulfil the special national functions, to which attention was drawn in previous annual reports.

The numerous soldiers billeted in Norwich again availed themselves of the facilities for recreative reading and study, afforded by the Lending and Reference Departments. The City Librarian, in addition to advising soldiers in their choice of books for study, closely co-operated with the Army Education Officers in connexion with the courses of study for soldiers in the graduated battalions. Each Battalion Education Officer in the city or county was allowed to borrow ten books at one time, and he was also allowed to borrow books for students in his battalion.

By request of the Education Officer of the 64th Division of the Army the City Librarian arranged eleven lectures for the young soldiers in the graduated battalions in the City, and they were delivered in the Lecture Room during the months of October to January. The lectures were similar to those arranged last year, and most of them were illustrated by the electric lantern. The following lectures were given, and the Committee were indebted to the lecturers named, who kindly gave their services :—

SUBJECT.	LECTURER.
* Airships and Zeppelins.	Mr. J. T. Morton, A.F.Aë.S.
* Norwich, past and present.	Mr. Walter Rudd.
* Development of the Aeroplane.	Mr. J. T. Morton, A.F.Aë.S.
* The Making of a Modern Book.	Mr. Geo. A. Stephen, F.L.A.
The Moon.	Mr. J. Beattie.
The British Press and Sources of News.	Mr. T. L. G. Burley.
* Southern Palestine and General Allenby's Entry into Jerusalem.	Rev. J. H. Griffiths, M.A.
* Japan, its people, customs and religions.	Rev. F. E. Hamond.
† * Carrow Works.	Mr. F. R. Widdows, F.R.G.S.
* Denmark and Sweden.	Mr. Edward Peake.
* The New Transport.	Mr. A. E. Collins, M.Inst.C.E.

The Chairman of this Committee received the following letter of appreciation from Lieut.-Colonel R. E. Crichton, General Staff, 64th Division :—

64TH DIVISION, HEADQUARTERS,
NORWICH.

March 25, 1919.

DEAR SIR,

On the departure of the graduated Battalions of this Division from Norwich I am desired by General Sir J. E. Capper, K.C.B., the Divisional Commander, to write and thank the Library Committee for their kindness in allowing the use of the Hall at the Library for the series of Soldiers' Lectures which have been given there during the winter months.

These weekly lectures have proved most popular, and of real educational value to the troops stationed in the city, and the Divisional Commander is especially grateful to the City Librarian, Mr. Geo. A. Stephen, for the ready way in which he has given time and trouble not only in arranging an exceptionally interesting syllabus of subjects, but also in so kindly giving his personal assistance with the lantern at the numerous lantern-illustrated lectures.

Thanks are also due to you and your Committee, and to the Librarian, for your generous extension of facilities to the officers, non-commissioned officers and young soldiers of the various graduated battalions in the loan of books—a privilege which has been greatly appreciated, and has been a valuable aid to the educational work carried on during the winter amongst the troops here.

The whole Division will carry away with it very pleasant recollections of the kindness it has met with from your Committee and yourself.

Yours sincerely,

R. E. CRICHTON, Lieut.-Colonel,
General Staff, 64th Division.

The Lecture Room was used on several occasions by the 64th Division for official lectures and conferences.

A further batch of printed material relating to local war activities was forwarded to the Imperial War Museum.

* With lantern illustrations.

† This lecture was followed by a visit to Carrow Works, by the kindness of Messrs. J. J. Colman & Son.

The Library has been a receiving dépôt for the Camps Library (the official organization for providing libraries for all the camps of the British Armies at home and abroad) since February, 1916. During the year about 110 books and 445 magazines and periodicals were forwarded from Norfolk and Norwich readers, making a total of 7,413 items sent since February, 1916.

STAFF.

The routine work of the Library was again carried on with considerable difficulty, owing to three further changes in the temporary staff of lady assistants. Miss L. M. Runacres, who passed with merit the Library Association's examination in Library Routine, resigned in November, and Miss E. E. Baker, who had acted as the Librarian's Chief Assistant since April, 1915, resigned in March, she having obtained a more lucrative appointment. Mr. J. J. Brooks, who had been on the staff for about 23 years, formerly as a book repairer and latterly as a newsroom attendant, died on November 2.

The Committee were glad to welcome the Sub-Librarian, Lieut. Charles Nowell, on his return to the Library in March, after three and a half years' service in the Army in France and at home. The Committee are pleased to record that Sapper Frank T. Bussey, the Chief Assistant in the Lending Library, was awarded the Military Medal for gallantry and devotion to duty in the offensive in July, 1918.

CONCLUSION.

Owing to the great decrease in the purchasing power of money, the Committee had to report to the Council in November that it was impossible to maintain the efficiency of the Public Library on the product of a penny rate, and to recommend the Council to take the necessary steps for the removal of the library rate limit as applying to Norwich. The Council approved the recommendation. Its decision to adopt the Museums Act, 1891, as a means of releasing a farthing rate for the benefit of the Library will relieve the Library of part of its financial strain, but it will not place the Library on its pre-war financial footing. A great amount of re-organizing work has to be done in the Reference Library before it can be of full use to the citizens, and other important library work awaits execution. Unfortunately the product of the library rate in Norwich is one of the smallest in this country, as compared with towns of similar size.

The statistics herein presented show that the Library continues to make satisfactory progress, and that the adult section of the Lending Library and the Reference Library have been more largely used, notwithstanding the withdrawal of the soldiers from

the city, many of whom constantly used the Library. Much good work has been done during the year which cannot be recorded by mere statistics. As an example of such work, it may be stated that in response to an application from the Norwich Branch of the Voluntary War Workers' Association, the City Librarian and his Deputy compiled an extensive annotated and classified list of books suitable for soldiers. Mrs. James Stuart, an Hon. Secretary of the Association, expressed her satisfaction with the list, and stated that the Association had purchased 652 of the books from its surplus funds, and had forwarded them to the Army of Occupation in Cologne.

The Committee are gratified that the Library is being used so extensively, and that an increasing number of citizens are realising that in addition to its recreative value, the Library serves the purpose of a bureau of information.

In conclusion the Committee wish to express their appreciation of the services rendered by the City Librarian through the past year. In spite of many difficulties created by war conditions, his untiring energy and initiative capacity have been mainly instrumental in extending the operations and usefulness of the Library.

HENRY J. COPEMAN,

Chairman.

DONORS TO THE LIBRARY.

		Vols.	Pamphlets.	Prints.
Allchin, J. H., Maidstone			1
Andrews, H. C., London			1
Baker, Arthur E., Taunton		1		
Baroda Library, India			2
Beecheno, F. R., Norwich			38
Beeching, Mrs., Norwich			2
Beeching, The Late H. C., D.D., D.LITT. (The Very Rev. the Dean of Norwich)				3
Beloe, E. M., F.S.A., King's Lynn			1
Birmingham University	1		
Bolingbroke, L. G., Norwich			1
Brighton Public Library	1		1
Bristol University	1		
British Association for the Advance- ment of Science	1		
British Gas Light Co., Norwich			3
British Museum, Trustees of	3		1
British Red Cross Society (Norwich Division)	1		4
Brown, Rev. W. F., M.A., Norwich	1		1
Canada, Secretary of State for	1		
Canadian Government Office, London		1		
Caxton Press, London			1
Chamberlin, Alderman G. M., Lord Mayor of Norwich	1		
Chapman, J. G., Norwich			1
City and Guilds of London Institute	1		
Coleridge, Hon. Stephen	1		
College of Preceptors, London	1		
Collins, A. E., M. INST. C.E.	2		1
Co-operative Union, Manchester	1		
Cozens-Hardy, Sydney, LL.B., Norwich				4
Crowe, F., Norwich			1
Dod's Peerage, Ltd., London	1		
Durham University	2		
Edinburgh University	1		
Egyptian Society of East Anglia			1
English Oil Fields, Ltd.			1
Euren, A. D., Norwich	1		3
Fell, Sir Arthur, M.P., London			3
Flavell, W. P., Norwich			1
Freedom Association, London	1		
Goose, A. W., Norwich	1		

			Vols.	Pamphlets.	Prints.
Goose & Son, Norwich			1
Grand, A. R., Norwich			4
Gurney, J. H., F.L.S., F.Z.S., Keswick	...	37			3
Gurney, Robert, J.P., M.A., Ingham	...				2
Haggard, Sir H. Rider, Ditchingham		1			
Hampson, Rev. W., Norwich	...	1			
Hannah, Rev. Canon J.A., M.A., Norwich					3
Harper, R. S., London	1		
Hooper, James, Norwich	1		4
Horsey, Sir Algernon F. R. De, Cowes		1			
Howard, H. J., Norwich			2
Huddersfield Chamber of Commerce	...	1			
Hudson, Rev. J. Clare, M.A., Thornton,					
Horncastle	3		
India Office	13		
Institution of Municipal and County					
Engineers			1
Institution of Petroleum Technologists,					
London			1
Johnson, F., Norwich			9
Lawrence, Rev. J. Alfred, B.A., Dilham		24			
Library of Congress, Washington,					
U.S.A.	6		
Liverpool University	1		
London University	2		
Macara, Sir Charles W., Manchester	...	1			
Mackley, Councillor T. J., Norwich	...				3
Mann, A. H., Mus. doc., Cambridge	...	1			
Manor House Hotel, Ltd., London	...	2			
Matheson, P. E., M.A., Oxford	...				1
Mills, S. Mealing, Norwich	...				1
New South Wales, Agent-General for		1			
Norfolk Estuary Co.			1
Norfolk War Hospital			5
Norwich Art Circle			1
Norwich Union Fire Insurance Co.	...				1
Norwich University Extension Society					1
Nottingham Public Library	...				1
Oakley, H. P., Norwich			
Ogle, H., Ipswich			1
O'Meara, Lieut.-Col. W. A. J., C.M.G.,					
London	1		
Patterson, A. H., Great Yarmouth	...				5
Payne, A. H., Norwich	...	1			
Post Office Telephones, Norwich	...	1			1

			Vols.	Pamphlets.	Prints.
Preston, A. W., Norwich			9	
Prosser, G., London			1	
Reeve, James, F.G.S., Norwich				36
Rockefeller Foundation			1	
Romanes, Charles S., Edinburgh			2	
Royal Cruising Club, London	1			
Royal Horticultural Society			8	
Rudd, W. R., Norwich			1	
Runacres, Miss L., Norwich	1			
Rye, Walter, Norwich	3		11	5
Samuel, A. M., M.P., London			1	
Scott, A. F., Norwich	1		1	
Scott, R. Bagge, Norwich	4			
Shorthorn Society of Great Britain and Ireland	1			
Smith, A. H., Great Yarmouth			1	
Smithsonian Institution, Washington, U.S.A.	2			
Society for Promoting Christian Knowledge			1	
South Africa, High Commissioner for Union of	1			
Stationery Office, H.M., London	16		25	
Stephen, G. A., Norwich			6	
Stubbs' Publishing Co., London	1			
Supple, Rev. W. Rathborne, Thorpe	1			
University Tutorial Press	1			
Warrington Public Library			1	
Whitaker, W., Croydon			2	
Whitebrook, J. C., London			1	
Wild, Sir Ernest E., K.C., M.P., London	1			
Wood, T. B.			1	
Woodrow, E. C., Norwich			1	
Young, Lieut.-Com. E. Hilton, D.S.O., M.P., Norwich	10			

LENDING LIBRARY

Classification of the Issues of Books, 1918-19

CLASSES.	Stock of Vols.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals : 1917-18.
General & Bibliography	42	5	2	7	3	3	4	6	6	10	2	5	8	61	75
Philosophy ...	445	58	60	50	59	36	58	62	44	54	71	63	80	695	582
Religion ...	1,371	113	103	96	64	71	123	147	171	97	120	109	100	1,314	1,364
Sociology ...	1,432	113	125	164	194	165	175	197	227	211	256	197	179	2,203	1,454
Language & Literature	2,812	554	542	491	454	385	489	554	662	561	600	535	612	6,439	6,020
Natural Science ...	1,047	216	186	255	211	176	183	213	230	195	240	218	257	2,580	2,162
Useful Arts ...	983	336	271	298	320	261	314	305	314	264	362	361	370	3,776	4,374
Fine Arts ...	1,298	366	277	269	276	213	325	359	339	328	335	327	396	3,810	3,968
Biography ...	2,526	269	231	235	216	172	242	273	277	256	231	212	227	2,841	2,836
Geography and Travel	1,252	239	235	228	266	211	206	259	280	263	377	308	296	3,168	2,283
History ...	1,376	239	296	257	253	220	252	316	269	230	285	229	240	3,086	2,877
Fiction ...	3,925	5,816	5,257	5,182	5,225	5,050	5,192	5,549	5,965	5,213	6,006	5,429	6,109	65,993	64,309
Tales for Juveniles ...	988	2,104	1,949	1,802	1,882	1,758	1,658	1,738	1,935	1,792	1,866	1,626	1,816	21,926	25,349
Miscellaneous Books for Juveniles	848	731	595	618	671	507	558	573	697	651	887	1,010	965	8,463	10,044
	20,145	11,159	10,129	9,952	10,094	9,228	9,779	10,551	11,416	10,125	11,638	10,629	11,655	126,355	127,697
Number of days open	...	23	23½	23	25	23½	23	24½	24	21½	24½	22	24	281½	279½
Daily average issue, 1918-19	485	431	433	404	392	425	430	476	470	475	483	486	448	—
" " " 1917-18	486	396	416	412	400	425	461	524	518	456	494	513	—	457

REFERENCE LIBRARY

Classification of the Issues of Books, 1918-19

CLASSES.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals 1917-8.
General and Bibliography	230	252	202	153	209	267	174	190	196	289	151	168	2,481	2,432
Philosophy	1	3	5	1	3	23	3	5	4	9	22	1	80	55
Religion	21	23	37	37	23	123	31	58	24	24	41	24	466	398
Sociology	62	85	66	49	26	70	43	57	38	48	87	54	685	464
Language and Literature	84	112	128	59	154	100	156	151	66	136	104	101	1,351	1,297
Natural Science	117	107	124	63	56	37	54	56	26	48	45	43	776	736
Useful Arts	125	130	82	60	147	116	207	95	73	123	162	92	1,412	1,286
Fine Arts	124	82	54	63	88	111	98	62	74	100	120	155	1,131	950
Biography	64	47	52	25	106	88	79	56	68	120	80	63	848	718
Geography and Travel	24	24	21	22	22	15	24	34	29	24	35	25	299	272
History	80	169	249	144	49	94	90	56	42	121	75	95	1,264	768
Local Collection	267	140	263	162	240	247	217	185	126	276	157	117	2,397	1,792
	1,199	1,174	1,283	838	1,123	1,291	1,176	1,005	766	1,318	1,079	938	13,190	11,168
Daily average issue	48	45	51	31	43	52	44	39	33	49	45	36	43	37
Number of days open	25	26	25	27	26	25	27	26	23	27	24	26	307	304

REVENUE ACCOUNT FOR THE YEAR

Expenditure.

	£	s.	d.	£	s.	d.
To Salaries				898	17	5
Insurance	39	15	9			
Rates	77	1	8			
Books and Carriage	202	6	4			
Bookbinding	69	18	4			
Newspapers and Periodicals	125	16	8			
Printing, Stationery, and Library Appliances	76	14	0			
"Readers' Guide"—Printing	17	1	0			
Cleaning Windows	5	12	6			
General Repairs and Cleaning	33	9	11			
Electric Light	77	9	4			
Gas and Water	3	15	5			
Steam for Heating	70	0	5			
Winding and Regulating Clocks	1	19	0			
Telephone Rental	7	15	6			
Employers' Contributions—National Insurance Act, 1911	4	9	3			
Honorarium to City Librarian	25	0	0			
Miscellaneous	34	15	6			
				873	0	7
				1771	18	0
Balance, being excess Income over Expenditure ...				114	4	7
				£1886	2	7

Fines Account for the Year

	£	s.	d.
To Books, Manuscripts, Prints, &c., for Local Collection ...	11	9	9
Purchase of "Norfolk Chronicle" file—Final instalment	12	10	0
			23 19 9
Balance, being excess Income over Expenditure ...			29 14 7
			£53 14 4

Photographic Survey Account for

	s.	d.
To Prints for Photographic Survey	10	6

Hillen's Bequest Income Account for

	£	s.	d.
To Balance, being excess Income over Expenditure ...	13	17	8

ENDED 31ST MARCH, 1919.

Income.

	£	s.	d.	£	s.	d.
By Sale of Borrowers' Tickets		16	3			
Papers	5	3	11			
Post Cards, &c.	4	0	4			
Special Fees for use of Library	13	7	6			
Rent of Basement	15	0	0			
"Readers' Guide"—Sale of copies	20	9	3			
"History of Library"—do.	1	1	3			
Hire of Room	4	17	6			
Miscellaneous	3	6	7			
	<hr/>				68	2 7
Rate in respect of the period from 1st April to 30th June, 1918	450	10	0			
Rate for the period from 1st July to 31st December, 1918	910	0	0			
Rate in respect of the period from 1st January to 30th June, 1919—Proportion to the 31st March	457	10	0			
	<hr/>				1818	0 0

£1886 2 7

ended 31st March, 1919.

	£	s.	d.
By Fines	53	14	4

£53 14 4

the Year ended 31st March, 1919.

	s.	d.
By Balance, being excess Expenditure over Income ...	10	6

the Year ended 31st March, 1919.

	£	s.	d.	£	s.	d.
By Interest	12	2	8			
Dividends on Investment	1	15	0			
	<hr/>				13	17 8

REVENUE ACCOUNT FOR THE YEAR
Expenditure.

Hillen's Bequest Capital Account for

To Investment in 5% National War Bonds	£	s.	d.
			200	0	0
			<hr/>		
			£200	0	0
			<hr/>		

BALANCE SHEET—

Liabilities.

			£	s.	d.	£	s.	d.
Sundry Creditors				99	10	1
Revenue Balance, 31st March, 1918	299	13	11			
Ditto for the current year	114	4	7			
			<hr/>			413	18	6
Fines Account Revenue Balance, 31st March, 1918		...	37	7	9			
Ditto for the current year	29	14	7			
			<hr/>			67	2	4
Photographic Survey Account—								
Revenue Balance, 31st March, 1918	5	12	11			
Less deficiency for the current year		10	6			
			<hr/>			5	2	5
Hillen's Bequest Income Account—								
Revenue Balance, 31st March, 1918	33	15	0			
Ditto for the current year	13	17	8			
			<hr/>			47	12	8
Less Transfer to Capital Account	25	0	0			
			<hr/>			22	12	8
			<hr/>			£608	6	0
			<hr/>					

ENDED 31ST MARCH, 1919.

Income.

the Year ended 31st March, 1919.

		£	s.	d.
-By Contribution received in respect of Capital Sum	...	175	0	0
Transfer from Income Account	25	0	0
		<u>£200 0 0</u>		

REVENUE ACCOUNT.

Assets.

			£	s.	d.	£	s.	d.
Cash in hand—Treasurer	606	6	0			
Librarian	2	0	0			
			<u>608 6 0</u>					

£608 6 0

ARTHUR F. GENTRY F.S.A.A.,
City Accountant.

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CITY OF NORWICH



ANNUAL REPORT OF THE Public Library Committee TO THE TOWN COUNCIL

FOR THE YEAR ENDED 31st MARCH, 1920

COMMITTEE:

Chairman—ALDERMAN HENRY J. COPEMAN, J.P.

Vice-Chairman—

COUNCILLOR J. F. HENDERSON, J.P.

Members of the Council—

COUNCILLOR SIR A.W. F. BAGGE,
BART., B.A., LL.B.
ALD. DR. E. E. BLYTH, J.P., B.A.
COUNCILLOR P. R. CLARKE
(From November)
COUNCILLOR GEORGE CUBITT
COUNCILLOR GEORGE DENNIS
COUNCILLOR WALTER J. JOSEPH
(Till November)
COUNCILLOR A. M. STEVENS

Co-opted Members—

REV. W. BUSBY, M.A.
REV. J. GLYNN EDWARDS, B.A.
MR. F. W. HARMER, J.P., M.A.,
F.G.S., F.R. MET. SOC.
MR. FRANK C. HINDE
MR. M. M. PATTISON MUIR, M.A.
MR. WALTER RYE

Town Clerk—ARNOLD H. MILLER, O.B.E.

City Librarian—GEO. A. STEPHEN, F.L.A.

Sub-Librarian—CHARLES NOWELL, F.L.A.

CITY OF NORWICH

PUBLIC LIBRARY

ANNUAL REPORT, 1919-20

The Public Library Committee have pleasure in presenting the following report on the work accomplished during the financial year ended 31st March, 1920.

STOCK

During the year 979 volumes and 505 pamphlets were added by purchase or gift, 579 volumes being located in the Lending Library, 353 volumes and 236 pamphlets in the Reference Library, and 47 volumes and 269 pamphlets in the Local Collection.

ISSUES AND VISITS

The total number of volumes issued to readers during the year from the Lending and Reference Departments was 123,716 as compared with 139,545 volumes issued last year, making a decrease of 15,829 volumes.

This decrease in the issues from both Departments makes the total issue slightly more than that for the year ended March, 1917. Several factors have contributed to this decrease: the large number of soldiers stationed in the district who had used the Library during the war, ceased to borrow books; many of the borrowers who were on active service did not speedily renew their tickets on return (the decreases were much greater during the first six months of the year); the mental strain caused by sustained work at high pressure during the past few years has led many people to seek relief in forms of pleasure other than reading; the Lending Library was closed for a week for structural alterations, which accounts for a decrease of about 2,250 volumes; the small amount spent on the purchase of new books and replacements; and the growing impatience of the borrowers in obtaining books by the tedious process of consulting the Indicator. The last cause has been removed by the adoption of the open access system (described on pages 5-6), and the Committee anticipate that the Library will be so developed and its usefulness so extended that the issues will be increased considerably in the near future. The estimated number of issues of directories, year books, and kindred publications on the open shelves was 30,600, giving a total issue of 154,316, excluding numerous references to time tables, local prints and photographs. Further particulars of these issues are given under the headings "Lending Library" and "Reference Library," and in the statistical tables on pages 18-19.

The estimated total visits to all departments of the Library was over 580,000.

LENDING LIBRARY

The stock of the Lending Library on March 31st was 20,612 volumes, the number of volumes in each class being shown in the statistical table on page 18. During the year 145 worn-out books were withdrawn, and 154 were replaced.

On page 18 is a statistical table showing the monthly issues of books for home reading from each class. The Lending Library was open on $274\frac{1}{2}$ days, reckoning Thursday (the early closing day) as a half-day, as against $281\frac{1}{2}$ last year, and 112,406 volumes were issued, giving an average daily issue of 409 volumes; the average daily issue excluding Thursdays is 434. The highest issue on a single day was on Saturday, November 22nd, when 781 volumes were issued. The total number of volumes issued from the adult and juvenile sections is a decrease of 13,949 on that of the previous year; the reasons for the decrease are given under the heading "Issues and Visits" (page 3).

The statistics, as compared with those of last year, show that there have been decreases in the issues of books from all sections, excepting General and Bibliography, and Fine Arts, the increases in these sections being 35 and 240 respectively. The decreases are as follows: Philosophy, 55 vols.; Religion, 288 vols.; Sociology, 384 vols.; Language and Literature, 898 vols.; Natural Science, 572 vols.; Useful Arts, 242 vols.; Biography, 428 vols.; Geography and Travel, 723 vols.; History, 797 vols.; Fiction, 6,208 vols.; Juvenile Fiction, 2,915 vols.; and Juvenile Miscellaneous, 714 vols.

The present percentage of fiction issued from the adult and juvenile sections is 70.09, the fiction issued from the adult section only being 69.8 as compared with 68.76 per cent. last year.

MINISTRY OF RECONSTRUCTION:

ADULT EDUCATION COMMITTEE'S REPORT

In June the Adult Education Committee appointed by the Ministry of Reconstruction issued their Third Interim Report (Cd. 9237) which dealt with Libraries and Museums. The Committee carefully considered this Report, and it was found that most of the recommendations, so far as the phases of public library work were concerned, were not new, but were already in existence in many public libraries, including the Norwich Public Library, *e.g.*, lectures, facilities to students in reference libraries, technical and commercial sections, students' extra tickets, juvenile department, etc. The open access system, however, which the Report strongly

recommended, was not in vogue at this Library, and the Committee therefore considered the system, as explained in the following section.

In regard to the control and administration of public libraries, the Report recommended that the local education authority should be the authority responsible for the administration of public libraries and museums—a view consonant with the personnel of the Committee, which was such that they were not representative of the institutions and subjects discussed; the Library Association and the Museums' Association were not represented, neither were there any members who have been intimately associated with the public library movement.

This suggestion was regarded with dismay by the Library Association and the Museums' Association, and it was fully discussed at the Annual Conference of the former body. The Library Association sent a Memorandum on the subject to the Board of Education, pointing out the great objections to the suggestion, and stating that in America the control of libraries by the Education Authority had been tried and abandoned as undesirable.

This Committee after careful consideration of the suggestion, passed the following resolution which was forwarded to the Board of Education, and to the Norwich Education Committee which endorsed it:—

“That this Committee is entirely opposed to the proposal that Public Library Committees shall be remitted to special committees of the Education Authority; this Committee believes that Public Libraries should remain under the control of independent committees of the Local Authority, and is in agreement with the views and general policy of the Library Association, as stated in their memorandum dated September, 1919, to the President of the Board of Education upon the Third Interim Report.”

The Public Libraries Act of December, 1919, which was based on the recommendations of the Adult Education Committee's Report, permits Library Authorities to administer existing public libraries as before.

THE OPEN ACCESS SYSTEM

Consequent upon the Adult Education Committee's recommendation of the universal adoption of the open access system, this Committee considered it. The system was considered by the Committee in 1905, but the Committee and the Council decided against its adoption, and the decision was a wise one because the then librarian and his staff were untrained in modern public library practice. Last autumn the system was considered in all its aspects

by the Committee, and in December the Council concurred with the Committee's recommendation to adopt it. It was decided that the Reading Room on the ground floor should be converted to an open access Lending Library. The system involved structural alterations, and a great deal of extra work, but the change took place with great rapidity and with very little inconvenience to the borrowers. The Lending Library was only closed for one week, March 22nd—27th, and during that week the borrowers were allowed to retain the books they had on loan. The New Lending Library was formally opened by the Lord Mayor on Monday, March 29th, at 3 o'clock, in the presence of a representative gathering of citizens. In the absence through illness of the Chairman of this Committee the Vice-Chairman presided. After the guests had inspected the Lending Library, tea was provided by the Chairman, and at 5 o'clock the Library was opened to the public generally. A large number of borrowers have already expressed their appreciation of the new method of issuing books. The books are classified according to the Dewey Decimal System of Classification, and they are arranged in book-cases which radiate from the counter, as shown on the plan reproduced on page 17.

LIBRARY PUBLICATIONS

Four numbers of the "Readers' Guide" were issued during the year, all of which contained, in addition to the usual annotated list of books added to the Library, a special annotated and classified catalogue of books on a subject of particular interest. The April number contained, as announced in the previous report, a charming memoir of the late Dean of Norwich (The Very Rev. H. C. Beeching, D.D., D.LITT.), who was a member of this Committee for several years, by his friend Sir Sidney Lee, D.LITT., F.B.A., and an annotated bibliography of the Dean's writings and the works edited by him, which was compiled by the City Librarian. The memoir and the bibliography were reprinted in the form of a pamphlet, and the publication was commended by many friends and admirers of the Dean. A classified and annotated catalogue of books on Coal was published in the July number. The October number contained a reading list on George Eliot, prepared in connexion with the centenary of her birth on November 22nd, and classified catalogues of books on "Aspects of Modern English Industrial Life" and "Modern European History," the subjects of the Norwich University Extension Lectures, delivered by Canon J. H. B. Masterman, M.A. A select annotated list of books on Citizenship was published in the January number.

A tenth edition of the Fiction Catalogue (1,500 copies) was published in July, and is now out of print.

The "Guide to the Study of Norwich," compiled by the City Librarian, and published in 1914, having been out of print for more than a year, an enlarged edition was published in August. This pamphlet is a classified and annotated catalogue of books, pamphlets, articles and maps in the Library (chiefly in the Local Collection) which deal with the most important phases of Norwich, and it has been of considerable assistance to students of local history. The Norfolk and Norwich Archæological Society again marked its appreciation of this publication by ordering 360 copies of the new edition for distribution to its members.

The card catalogues (authors and subjects) of the books in the Lending Library have been kept up to date.

BORROWERS

3,758 tickets have been issued to new borrowers, viz., 2,010 ordinary tickets, 999 juvenile tickets and 749 students' tickets. There are now 6,972 tickets in force, viz., 4,619 ordinary tickets, 1,474 juvenile tickets, and 879 students' tickets.

DONATIONS

A list of the donors of books is printed on pages 13-16.

WORK WITH SCHOLARS

The Juvenile Section of the Lending Library has been increased only by 38 volumes, and it now contains 1,874 volumes, of which 867 volumes deal with various departments of knowledge, and 1,007 volumes are fiction. The total issue was 26,760, being a decrease of 3,629 volumes as compared with last year.

The stock of books in this Department requires to be increased considerably, as the number of volumes is only slightly more than the number of borrowers.

REFERENCE LIBRARY

The statistical table on page 19 shows the monthly issues of books in the Reference Library, which was open on 306 days. The total number of volumes issued was 11,310, giving a daily average of 37 as compared with 43 volumes last year.

The reorganisation of the Reference Library was begun soon after the return of the Sub-Librarian from military service. Under the supervision of the City Librarian he is classifying the entire collection according to the Dewey Decimal System of Classification—the system in vogue in the Lending Library—and considerable progress has been made. As soon as this work is completed, a card catalogue of the Library will be prepared.

LOCAL COLLECTION

The vast and valuable collection of literature relating to Norfolk and Norwich has been increased by 47 volumes and 269 pamphlets, the majority of which were received as donations.

In 1918 the Library acquired a small manuscript volume containing a list (with some notes) of patents granted from 1617 to 1852 to persons resident in Norfolk, compiled by the late Mr. R. B. Prosser, sometime Chief Examiner at the Patent Office. The City Librarian enlarged Mr. Prosser's compilation, and part of it was published in the "Eastern Daily Press" last July; fifty reprints, with a chronological list of the patents, giving the full titles of the inventions, were issued in pamphlet form.

In connexion with a lecture on "Technical Education and the Printing Craft" delivered by Mr. J. R. Riddell, Principal of the Saint Bride Foundation Printing School, at the Technical Institute on January 22nd, the City Librarian prepared by request of the Norwich and District Master Printers' Association (by whom the lecture was arranged) an exhibition of books printed in Norwich prior to 1800. The books (with the exception of two rare books printed by Anthony de Solempne, and kindly lent by Mr. E. M. Beloe, F.S.A., and Mr. Russell J. Colman, D.L., J.P.) were all from the Local Collection, which includes a section for Norwich printed books. An article by the Sub-Librarian entitled "Early Printing in Norwich," which gave an historical sketch of printing in the City and briefly described the exhibits, was published in the "Eastern Daily Press," and reprinted as a pamphlet; copies of the pamphlet were issued with the invitations to the lecture.

NORFOLK AND NORWICH PHOTOGRAPHIC SURVEY

The Norfolk and Norwich Photographic Survey Collection has been increased by 782 prints, and it now numbers 3,284 prints and 73 lantern slides. Nearly all the additions of prints, as in the two previous years, were photographs of men who fell in the War; these are being collected in connexion with the official Roll of Honour, to which reference is made on page 9. There is only the small sum of £5 0s. 5d. available for obtaining prints from negatives offered on loan.

LOCAL WAR EXHIBITION

This Committee co-operated with the Castle Museum Committee in the Local War Exhibition, which was held in St. Andrew's Hall and Blackfriars' Hall, from May 17th to June 21st. A considerable space was occupied by a representative collection of local war photographs from the Library's collection, including aerial photographs of Norwich and the vicinity, Norwich scenes in war-time, the Norfolk V.C.'s, groups of officers and men of the Norfolk Regiment, volunteers, special constables, etc. An important feature was a collection of photographs of fallen heroes, exhibited in an ante-room.

NORFOLK AND NORWICH ROLL OF HONOUR

Considerable progress has been made with the compilation of the official Roll of Honour of the natives and residents of Norfolk and Norwich who have fallen in the War, which is required in connexion with the Norwich University College Scheme, and it will also be available for the proposed Memorial Chapel in the Cathedral. This Committee agreed that the work should be compiled under the supervision of the City Librarian, provided that the clerical assistance and other expenses were not charged to the Public Library Funds. The actual work is being done by a clerical assistant under the direction of the Sub-Librarian. With the view of obtaining uniform and adequate biographical particulars, which will enhance the value of the Roll, printed forms were issued, and appeals made for assistance, but the apathy of certain persons and firms in a position to give the information has prevented the returns being as full as desired; on the other hand, a large number of persons willingly co-operated, and to them the Committee's thanks are due. The estimated total number of names obtained of fallen men is 11,500, of whom 2,600 were Norwich men. An endeavour is being made to obtain the following minimum information regarding each man: (1) Name in full; (2) Rank and Regiment; (3) Place and date of birth; (4) Residence before enlisting; (5) Date of death; (6) Parish.

A list of the 2,600 Norwich men will shortly be printed as a pamphlet and circulated with the object of obtaining additional names and further particulars of many of the men.

NEWS AND READING ROOMS

The News and Reading Rooms continued to be used extensively, the estimated attendances, based on actual counts, being 430,000, giving a daily average of 1,398 persons.

To provide space for the Open Access Lending Library, the Reading Room on the ground floor was closed in February, and the periodicals transferred to the News Room on the first floor, while the Women's Room on the same floor became part of the general Reading Rooms.

BOOKBINDING

The sum of £107 5s. 6d. was expended on the binding and re-casing of 968 volumes in the Lending and Reference Departments, and £2 12s. 1d. was paid for stamping the classification marks on 544 volumes. Several hundred minor repairs to books were executed by the library staff.

BOOKS FOR THE BLIND

During the year 40 volumes were borrowed as usual from the National Lending Library for the Blind, to which a donation was sent. The total number of volumes issued to Norwich borrowers was 85 as compared with 109 last year.

PUBLIC LECTURES

Last year it was reported that the keen appreciation by the public of the occasional lectures led the Committee to arrange a course of fortnightly lectures, which was very successful. The popularity of the free lectures increased very considerably during the past year, and on several occasions the Committee had to arrange for the lectures to be given in lecture halls much larger than the one at the Library. Owing to the great interest taken in Dr. Cleveland's demonstration of the X-Rays, it was repeated, and a retiring collection was made on behalf of the Norfolk and Norwich Hospital, when £5 1s. 2d. was collected. The following is a list of the lectures and lecturers, to all of whom the Committee are much indebted for their voluntary services.

DATE. 1919.	SUBJECT.	LECTURER AND CHAIRMAN.
June 12	Charles Kingsley.	Rev. R. M. Pattison Muir, M.A. (Chairman: Rev. W. Busby, M.A.).
†Oct. 13	*Wild Men and Wild Life of Breydon.	"John Knowlitt." (Chairman: Mr. Russell J. Colman, D.L., J.P.).
Oct. 27	John Ruskin as a Writer.	Mr. M. M. Pattison Muir, M.A. (Chairman: Mr. W. R. Gurley, M.A.).
Nov. 10	*The Chinese.	Rev. Frank Child, M.A. (Chairman: Rev. G. W. Russell).
†Nov. 24	*"George Eliot"	Mrs. James Stuart. (Chairman: The Very Rev. The Dean of Norwich).
†Dec. 8	*The Heavens.	Mr. John Beattie. (Chairman: Alderman H. J. Copeman, J.P.).
Dec. 15	*Early Man in Nor- folk.	Mr. W. G. Clarke, F.G.S. (Chairman: Councillor Fred Henderson, J.P.).
1920.		
Jan. 12	*How to Appreciate Pictures.	Major James Shelley, R.F.A. (Chairman: Sir Wm. Bagge, Bart.).
Jan. 26	Sea Poetry.	Miss E. H. Anderson, B.Litt. (Chairman: Dr. H. Cooper Pattin).
Feb. 9	*A Demonstration of the X-Rays.	Dr. A. J. Cleveland. (Chairman: Mr. F. C. Hinde).
†Feb. 16	Ditto.	Ditto. (Chairman: Mr. Thomas Glover, M.Inst. C.E.).
†Feb. 23	*Wireless Telegraphy (With Demonstra- tion).	Mr. Henry A. Flick. (Chairman: Alderman H. J. Copeman, J.P.).
Mar. 8	Darwin & Evolution	Mr. M. M. Pattison Muir, M.A. (Chairman: Rev. J. Glynn Edwards, B.A.).
Mar. 22	*Native Races of Central Africa.	Rev. Margaret B. Crook, B.A. (Chairman: Mr. M. M. Pattison Muir, M.A.).

* With Lantern illustrations.

† Delivered at the Technical Institute.

‡ Delivered at the Lecture Hall, Prince's Street Congregational Church.

|| Delivered at the Lecture Hall, St. Peter's Wesleyan Church, Lady Lane.

COMMERCIAL AND TECHNICAL SECTIONS

Additions have been made to the Commercial and Technical Sections of the Library, which the Committee wish to develop as the funds and the general work of the Library will permit, with the view of assisting the commercial life of the City. In order that the Library might contain the principal telegraphic codes a number of firms in the City subscribed the sum of £25 9s. 0d., and one firm presented two codes, value £6 6s. 0d.

The Reference Library now contains the following codes, which are a valuable asset to the Library, and an invaluable collection for business houses: The A.B.C.; Bentley's; Broomhall's; Lieber's; Marconi's; The Western Union (Universal and Five Letter); and Widebrook's.

The Norwich and District Master Printers' Association, realising the value to their employees of technical works on printing, gave a donation of £5 for the purchase of such works. An annotated catalogue of the works in the Library on printing and allied subjects will shortly be prepared.

NORWICH UNIVERSITY EXTENSION SOCIETY

The Library co-operated with the Norwich University Extension Society as usual by publishing select lists of books relating to the subjects of the series of lectures arranged by the Society. The October number of the "Readers' Guide" contained classified catalogues of books on "Aspects of Modern English Industrial Life" and "Modern European History," the subjects of two courses of twelve lectures by Canon J. H. B. Masterman, M.A. At his first lecture he congratulated the Centre on the facilities to students offered by the Public Library.

The City Librarian was re-elected a co-opted member of the Committee of the Society.

CENTRAL LIBRARY FOR STUDENTS

The Library was again able to obtain on free loan from the Central Library for Students (commended by the Adult Education Committee) a number of standard books—not in our Library—for Norwich citizens. A donation of two guineas was sent to that Library, which is supported by voluntary subscriptions and a grant from the Carnegie Trustees.

NORWICH ART CIRCLE.

The 68th exhibition of the Norwich Art Circle was held in the Lecture and Exhibition Room from September 29th to October 11th inclusive.

THE LIBRARY ASSOCIATION.

The City Librarian attended the Annual Conference of the Library Association which was held at Southport during the third week in September, and he presented to the Committee a report thereon. He was elected a member of the Council of the Association.

The Library Association has accepted an invitation from this Committee, made with the approval of the Lord Mayor, to hold in Norwich its 43rd Annual Conference from September 6th to 10th, 1920. The Association was founded in 1877, and in recognition of the importance of its public work a Royal Charter was granted in 1898, by which the Association has become the responsible representative body of the profession. Annual Conferences have been held by invitation in most of the important towns of the United Kingdom, but the Association has never visited Norfolk or Suffolk.

STAFF

The Committee were pleased to welcome the Chief Assistant, Sapper Frank T. Bussey, M.M., on his return to the Library in June, after four years' service in France.

Mr. J. Finch, the Reference Library Assistant, was placed on half-time at his request, owing to ill-health.

The work of reorganising the Library was resumed with the return of the Sub-Librarian and the Chief Assistant, who have discharged their duties with enthusiasm. To them particularly was due the rapidity with which the open access system was adopted.

CONCLUSION

In December a new Public Libraries Act was passed which made provision for several reforms urgently needed. The chief provisions of the Act included the power given to County Councils to establish public libraries, and the removal of the limitation of the library rate to one penny in the pound. Hitherto this limitation has prevented public libraries from developing their work, and the restriction pressed heavily on this Library because the product of the library rate in Norwich was one of the smallest in the country, as compared with towns of similar size. For several years the amount spent on books has been inadequate, and now the stock needs to be augmented in several sections, particularly Natural Science, Useful Arts, Fine Arts, and Fiction, and a fairly large number of books in the last-named section are nearly worn out and will soon require to be replaced.

Library Authorities now have the power to levy a rate adequate to the needs of their Libraries, and this Committee hope that they

will be enabled to develop the Library in the best interests of the citizens.

This Library has already played an important part in the educational, industrial and social life of the City, and the Committee anticipate that the open access system in the Lending Department will greatly increase its value to the citizens. The Library has a proud record of work accomplished. In a letter which the City Librarian recently received from the Rt. Hon. H. A. L. Fisher, the Minister of Education, he said: "I trust that the Library which is entrusted to your care may go from strength to strength. A good library is one of the first essentials of a civilised and progressive community." The Committee confidently believe that the Library will go forward from strength to strength, and they look forward to a great increase in the educational advantages of the Library.

A perusal of the foregoing paragraphs will have shewn the diversified character of work which the Library has achieved, and the assistance which it has been able to render to the various educational movements in the City. The Committee feel that the success which its efforts have attained is largely due to the untiring energy and initiative resource of their Librarian, Mr. G. A. Stephen, who holds a high position in the library world, and they wish to place on record their great appreciation of his valuable services.

HENRY J. COPEMAN,

Chairman.

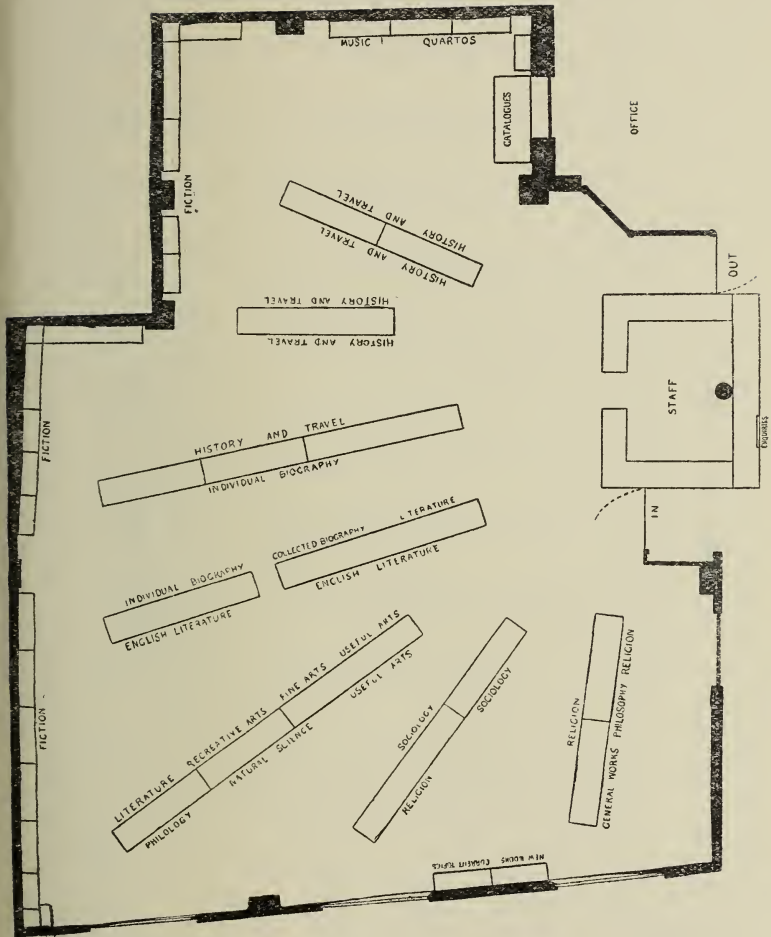
DONORS TO THE LIBRARY.

		Vols.	Pamphlets.	Prints.
Aldous, A. R., Norwich	...	1	2	
Anderson, G. H., King's Lynn	...		1	
Andrews, George S., Wells	...		2	
Armstrong, Whitworth & Co., Ltd., New-				
castle-on-Tyne	...		1	
Arnold, H. H., Norwich	...		1	
Australia, High Commissioner for	...	2		
Beard, Rev. H. E., Norwich	...	1		
Beloe, E. M., F.S.A., King's Lynn	...		6	
Birmingham Public Libraries Committee		1		
Blakeney and Cley Wild Birds Protection				
Society	...		2	
Bolingbroke, L. G., Norwich	...		1	
Bolton Public Libraries Committee	...		1	
Boulton & Paul, Ltd., Norwich	...	2		
Bradford Chamber of Commerce	...	1		

	Vols.	Pamphlets.	Prints.
Bradley, W. T., Putney Public Library...			2
Brereton, Cloudesley, M.A., London ...		2	
British Association for the Advancement of Science	1		
British Association of Trade and Technical Journals	1		
British Museum, Trustees of ...	1	6	
British Red Cross Society (Norfolk Division)		1	
Bunnett, E., M.U.S. Doc., Norwich ...	32		
Calvert, E. M., Norwich	2		
Canada, Agent-General for	1		
Canada, Interior Department of ...	1		
Canadian Government Trade Commissioner	1		
Canadian Pacific Railway	3		
Carnegie Endowment for International Peace	3		
Carter, Jonas, and Sons, Cambridge ...		1	
Chamberlin, Sir George, D.L., J.P., Norwich	2		
Chartered Institute of Secretaries ...	1		
City and Guilds of London Institute ...	1	3	
Clarke, W. G., F.G.S., Norwich		5	
Cogswell, Rev. T. S., Cringleford, Norwich		1	
Cole, Fred V., Wymondham	1	1	
Colman, The Misses, Norwich	7		
Cork Chamber of Commerce	1		
Cozens-Hardy, Sydney, LL.B., Norwich		3	
Cubitt, Councillor George, Norwich ...	5		
Durham University	1		
East Anglian Horticultural Club		1	
East Anglian Munitions Committee ...	1		
Eccles, J. R., M.A., Holt	1		
Edinburgh University	1		
Egyptian Society of East Anglia		1	
Effiske, W. H., Norwich	1		
Garden Cities and Town Planning Association	1		
Goose, A. W., Norwich		4	
Graham-White Aviation Co., Ltd. ...	1		
Gurney, J. H., F.L.S., F.Z.S., Keswick ...	48		
Haldinstein and Sons, Norwich	2	1	
Hannah, Rev. Canon J. A., M.A., Norwich		2	
Hawkins, C., and Sons, King's Lynn ...		1	
Helson, Lindley J., Jedburgh		1	
Henderson, Councillor Fred, J.P., Norwich		1	

	Vols.	Pamphlets.	Prints.
Hibgame, F. T., Norwich	1		
Hinde, Frank, Norwich	6		
Hooper, James, Norwich	1	1	
Hopper, Rev. Edmund C., Starston		1	
Horsey, Sir Algernon de, Cowes		1	
Howard, G. F., Norwich	1		
Hunt, Peddar and Knight, Stowmarket		1	
India Office	10		
Institute of Marine Engineers	2		
Institute of Mechanical Engineers		1	
Isle of Wight Council		7	
Jarrold, W. T. F., Norwich		1	
Kent, Rev. C., M.A., Thetford	3		
Kerridge, W., Thetford		1	
Lanaway, Hugh, Eastbourne		1	
League of Nations Union		27	
Ledger, W. E., London		1	
Leeds, Herbert, Norwich		1	
Leeds University	2		
Linotype and Machinery, Ltd.		1	
Liverpool University	1		
London School of Economics	2	1	
Maddison, Miles and Son, Great Yarmouth		1	
Mann, Egerton and Co., Ltd., Norwich		1	
Medical Council, London	1		
Mills, S. Mealing, and Co., Norwich		8	
Ministry of Reconstruction... ..		38	
Monck, Nugent, Norwich		1	
National Union of Teachers	1		
New South Wales, Agent-General for	1		
New Zealand, High Commissioner for	1		
Norfolk Estuary Company		1	
Norfolk Regiment Dépôt, Britannia Barracks		1	
Norwich Board of Guardians	1		
Norwich Co-operative Society	2		
Norwich University Extension Society... ..		1	
Oakley, H. Pinson, Norwich	1		
O'Meara, Lieut.-Col. W. A. J., C.M.G., London		1	
Overseas Trade, Department of, London	1	1	
Parsons, Rev. W. L. E., Salle		1	
Patent Office, H. M. (The Controller)		37	
Patterson, A. H., Great Yarmouth		1	
Pollard, J. E. T., Norwich		2	
Prince's Street Church, Norwich	1		

	Vols.	Pamphlets.	Prints.
Riddell, J. R., London			1
Roberts & Co., Norwich	1		1
Rye, Walter, Norwich	5		8
Samuel, Arthur Michael, M.P., London ...	1		
Scientific and Industrial Research, Department of			1
Scott, R. Bagge, Norwich			1
Sells, Ltd., London	1		
Shakespeare Club, Stratford-on-Avon ...			1
Sheffield Chamber of Commerce	1		
Smithsonian Institution, Washington, U.S.A.	1		
Smyly, J. G., Dublin	1		
Soldiers' and Sailors' Families' Association			1
Soman, Mrs. A. E., Norwich			1
South Africa, High Commissioner for ...	1		
South Australia, Agent-General for ...	1		
Spelman, Messrs., Norwich			9
Stationery Office, H.M., London	90	217	
Stephenson, W., M.LITT., Norwich	1		
Stuart, Rev. W., London	1		
Thornycroft, Wallace, London			7
Tidman, Arthur, Torquay			1
Tingey, J. C., M.A., Norwich... ..			1
University Tutorial Press	1		
Vince, H. J., Norwich			1
Voluntary War Workers' Association, (Norfolk and Norwich Branch)			1
Walter, J. H. F., J.P., Drayton			1
Washington: Bureau of Education	1		2
Washington: Library of Congress	2		
Washington University, U.S.A.	1		
Watts' Naval School, Elmham			1
Wells, H. Rumsey, Norwich			1
Williams, Hanbury, Norwich			3
Williams, W. Llewelyn, London			1
Wingate, Nurse M. Hill, Great Yarmouth	1		
Wood, Messrs. J. D. & Co., London			1
Woodrow, T. J., London			
Young, Lieut.-Com. E. Hilton, D.S.O., M.P., London	10		



New Open Access Lending Department

LENDING LIBRARY

Classification of the Issues of Books, 1919-20

CLASSES.	Stock of Vols.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals : 1918-19.
General & Bibliography	43	6	5	2	5	4	9	10	10	14	9	13	9	96	61
Philosophy ...	452	59	66	59	43	41	48	38	64	55	73	46	48	640	695
Religion ...	1,384	113	86	76	50	59	73	109	87	85	103	90	95	1,026	1,314
Sociology ...	1,477	111	108	91	115	100	160	231	211	177	211	165	139	1,819	2,203
Language & Literature	2,654	495	437	386	382	331	430	542	571	449	548	541	429	5,541	6,439
Natural Science ...	1,048	208	194	149	132	145	166	165	143	168	169	180	189	2,008	2,580
Useful Arts ...	1,001	263	249	208	262	264	299	321	345	322	364	339	298	3,534	3,776
Fine Arts ...	1,306	385	329	283	253	269	307	373	378	386	395	357	335	4,050	3,810
Biography ...	2,565	192	217	141	151	138	191	247	241	192	230	227	246	2,413	2,841
Geography and Travel	1,276	248	226	170	191	172	197	187	193	187	233	226	215	2,445	3,168
History ...	1,423	176	188	143	149	174	232	242	195	189	255	181	165	2,289	3,086
Fiction ...	4,109	5,224	4,954	4,080	4,510	4,544	4,717	5,410	5,463	5,156	6,010	5,142	4,575	59,785	65,993
Tales for Juveniles ...	1,007	1,485	1,386	1,378	1,446	1,430	1,485	1,860	1,767	1,654	1,894	1,745	1,481	19,011	21,926
Miscellaneous Books for Juveniles	867	743	565	438	557	417	504	713	771	809	894	764	574	7,749	8,463
	20,612	9,708	9,010	7,604	8,246	8,088	8,818	10,448	10,439	9,843	11,388	10,016	8,798	112,406	126,355
Number of days open	...	22	24½	22	23½	23	24	24½	23	22½	24½	22	19	274½	281½
Daily average issue, 1919-20	441	368	345	351	351	367	426	454	437	465	455	463	409	—
" " " 1918-19	485	431	433	404	392	425	430	476	470	475	483	486	—	448

REFERENCE LIBRARY

Classification of the Issues of Books, 1919-20

CLASSES.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals 1918-19.
General and Bibliography	172	135	87	182	114	160	141	161	78	68	77	46	1,421	2,481
Philosophy	—	7	4	4	5	5	6	19	1	14	2	6	73	80
Religion	27	29	11	24	45	58	27	45	40	27	29	36	398	466
Sociology	57	78	67	38	38	56	93	65	55	58	37	61	703	685
Language and Literature	74	83	96	94	108	129	158	98	84	128	71	69	1,192	1,351
Natural Science	47	16	17	53	50	57	64	82	49	49	41	35	560	776
Useful Arts	143	125	79	85	69	120	151	163	78	220	106	138	1,477	1,412
Fine Arts	137	127	112	134	99	55	74	66	116	120	51	56	1,147	1,131
Biography	65	69	82	85	49	44	51	94	37	82	83	68	809	848
Geography and Travel	9	17	20	19	19	27	35	47	14	32	22	16	277	299
History	66	181	33	89	87	89	108	37	73	115	125	50	1,053	1,264
Local Collection	230	181	234	167	163	123	252	224	192	208	123	103	2,200	2,397
	1,027	1,048	842	974	846	923	1,160	1,101	817	1,121	767	684	11,310	13,190
Daily average issue	43	39	35	37	34	36	43	44	34	41	32	25	37	43
Number of days open	24	27	24	26	25	26	27	25	24	27	24	27	306	307

REVENUE ACCOUNT FOR THE YEAR

Expenditure.

	£	s.	d.	£	s.	d.
To Salaries				1248	6	3
Insurance	45	8	9			
Rates	108	6	8			
Books and Carriage	252	5	10			
Bookbinding	109	17	7			
Newspapers and Periodicals	129	1	5			
Printing, Stationery, and Library Appliances	160	11	0			
Printing "Readers' Guides" and Catalogues	70	18	6			
Cleaning Windows	6	2	6			
General Repairs and Cleaning	88	18	3			
Structural Alterations for Open Access System and New Bookcases	187	14	6			
Electric Light	94	1	10			
Gas and Water	4	5	1			
Steam for Heating	71	3	6			
Winding and Regulating Clocks	19	6				
Telephone Rental	6	2	7			
Postages	23	6	3			
Travelling Expenses	15	17	2			
Employers' Contributions—National Insurance Act, 1911	4	11	9			
Miscellaneous	23	9	9			
				1403	2	5
				£2651	8	8

Fines Account for the Year

	£	s.	d.
To Books, Manuscripts, Prints, &c., for Local Collection	11	3	9
Balance, being excess Income over Expenditure	53	2	9
	£64	6	6

Photographic Survey Account for

	s.	d.
To Prints for Photographic Survey	2	0

REVENUE ACCOUNT FOR THE YEAR

Expenditure.

Hillen's Bequest Account for

£ s. d.

To Balance, being excess Income over Expenditure	24 12 6
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BALANCE SHEET—

Liabilities.

	£	s.	d.	£	s.	d.
Bequest by the late Mrs. E. K. Hillen—						
Contribution				200	0	0
Sundry Creditors				372	2	0
Revenue Balance, 31st March, 1919 ...	413	18	6			
Less Deficiency for current year ...	353	4	2			
				60	14	4
Fines Account—						
Revenue Balance, 31st March, 1919 ...	67	2	4			
Ditto for the current year ...	53	2	9			
				120	5	1
Photographic Survey Account—						
Revenue Balance, 31st March, 1919 ...	5	2	5			
Less deficiency for current year ...		2	0			
				5	0	5
Hillen's Bequest Account—						
Revenue Balance, 31st March, 1919... ..	22	12	8			
Ditto for the current year ...	24	12	6			
				47	5	2
				£805	7	0

ENDED 31ST MARCH, 1920.

Income.

the Year ended 31st March, 1920.

			£	s.	d.	£	s.	d.
By Interest	9	12	6		
Dividends on Investment	15	0	0		
						<u>24</u>	<u>12</u>	<u>6</u>

REVENUE ACCOUNT.

Assets.

			£	s.	d.	£	s.	d.
Investment—								
5 per cent. National War Bonds—Hillen Bequest						200	0	0
Cash in hand—Treasurer	603	7	0		
Librarian	2	0	0		
						<u>605</u>	<u>7</u>	<u>0</u>

£805 7 0

ARTHUR F. GENTRY, F.S.A.A.,

City Accountant.

CITY OF NORWICH



ANNUAL REPORT

OF THE

Public Library Committee

TO THE

TOWN COUNCIL

FOR THE YEAR ENDED 31st MARCH, 1921

COMMITTEE:

Chairman—ALDERMAN HENRY J. COPEMAN, J.P.

Vice-Chairman—

COUNCILLOR J. F. HENDERSON, J.P.

Members of the Council—

ALD. DR. E. E. BLYTH, J.P., B.A.

COUNCILLOR P. R. CLARKE

COUNCILLOR GEORGE DENNIS

COUNCILLOR H. E. HUMPHRIS
(From November)

COUNCILLOR FREDERICK KENT
(From November)

COUNCILLOR E. J. MANNING
(From November)

Co-opted Members—

SIR A. W. F. BAGGE, BART.,
B.A., LL.B.

REV. W. BUSBY, M.A.

MR. F. W. HARMER, J.P., M.A.,
F.G.S., F.R. MET. SOC.

MR. FRANK C. HINDE

MR. M. M. PATTISON MUIR, M.A.

MR. WALTER RYE

MR. A. M. STEVENS

Town Clerk—ARNOLD H. MILLER, O.B.E.

City Librarian—GEO. A. STEPHEN, F.L.A.

Sub-Librarian—CHARLES NOWELL, F.L.A.

CITY OF NORWICH

PUBLIC LIBRARY

ANNUAL REPORT, 1920-21

The Public Library Committee have pleasure in presenting the following report on the work accomplished during the financial year ended 31st March, 1921.

STOCK

During the year 2,850 volumes and 737 pamphlets were added by purchase or gift, 1,833 volumes being located in the Lending Library, 871 volumes and 407 pamphlets in the Reference Library, and 146 volumes and 330 pamphlets in the Local Collection.

THE OPEN ACCESS SYSTEM

The outstanding feature of the administration of the Public Library during the year was the introduction of the open access system in the Lending Library, and the Committee's decision to extend the system to the Reference Library and the Junior Library because of its unqualified success. Further information is given under the headings relating to the departments concerned.

ISSUES AND VISITS

The recorded number of volumes issued to readers during the year from the Lending and Reference Libraries was 164,909, as compared with 123,716 volumes issued last year, making the great increase of 41,193 volumes. In addition, approximately 30,000 volumes of directories, year books and kindred publications were consulted (apart from numerous references to time-tables, local prints and photographs), making a total issue of 194,909 volumes. Particulars of these issues are given under the headings "Lending Library" and "Reference Library," and in the statistical tables on pages 16-17.

The estimated total visits to all departments of the Library was about 600,000.

LENDING LIBRARY

The stock of the Lending Library on March 31st was 22,175 volumes, the number of volumes in each class being shown in the statistical table on page 16. During the year 364 worn-out books were withdrawn, and 234 were replaced.

On page 16 is a statistical table showing the monthly issues of books for home reading from each class. The Lending Library was open on 277½ days, reckoning Thursday (the early closing day) as a half-day, as against 274½ days last year, and 156,893 volumes were issued, giving an average daily issue of 574 volumes; the average daily issue excluding Thursdays is 670. The highest issue on a single day was on Saturday, February 19th, when 1,137

volumes were issued; the highest issue on one day last year was 781.

The total number of volumes issued from the adult (open access) and juvenile (indicator) Lending Libraries is an increase of 44,487 volumes on that of the previous year. This great and unprecedented increase was chiefly due to the introduction of the open access system which took place on March 29th, 1920, the increase from the Juvenile Library being only 2,116 volumes. The increase per cent. of the total issues, as compared with last year is 39.57 per cent, but excluding the Juvenile Library, the percentage of increase is 49.4 per cent. The daily issues of books from the adult Lending Library have increased from 9 per cent in April to 69.79 per cent in March! The open access system immediately found great favour with the borrowers, many of whom have expressed their keen appreciation of it, and it has been the means of enrolling many new borrowers.

There have been increases (see the statistical table, page 16) in the issues of books from all the classes excepting the non-fiction section of the Juvenile Library, from which there was a small decrease of 529 volumes.

The greatness of the increases in the various classes is significant as showing the trend of the reading of the borrowers. While the percentage of the increase on the total issues from the adult Lending Library is slightly under 50, the increases from some of the classes are much greater, viz., Geography and Travel, 127.7 per cent; Religion, 79.3 per cent; Biography, 69.9 per cent; Natural Science, 64.4 per cent; and History, 56 per cent. On the other hand, the increase from the fiction section is below the average, being 46.24 per cent. In regard to fiction, the present percentage of volumes issued from the adult and juvenile sections is 69.52, the fiction issued from the adult section only being 68.2 as compared with 69.8 per cent last year.

LIBRARY PUBLICATIONS

Three numbers of the "Readers' Guide" were issued during the year, two of which contained, in addition to the usual annotated list of books added to the Library, a special annotated and classified catalogue of books on a subject of particular local interest. The special feature of the April number was a plan of the new Open Access Lending Library, and some notes for the guidance of the borrowers, together with a summary of the Dewey Decimal System of Classification in vogue. The July-December number contained a select annotated list of books on English Painters (the subject of the Norwich University Extension Lectures), and an annotated list of books on the Pilgrim Fathers and Norwich, prepared in connexion with the celebration of the tercentenary of the sailing of the "Mayflower,"—an event of particular interest to Norfolk and

Norwich, as the Pastor of the Pilgrim Fathers was John Robinson, at one time a preacher at St. Andrew's Church, Norwich. In the January-March number appeared a classified list of books on "Problems of Modern Industry," the title of the spring course of the Norwich University Extension Lectures.

BORROWERS

6,588 tickets have been issued to new borrowers, viz., 3,011 ordinary tickets, 1,768 juvenile tickets, and 1,809 students' tickets. There are now 10,896 tickets in force, viz., 6,188 ordinary tickets, 2,840 juvenile tickets, and 1,868 students' tickets. The number of students' tickets (*i.e.*, the extra tickets available for borrowing only non-fiction) has increased by almost a thousand during the year.

DONATIONS

A list of donors is printed on pages 13-15.

WORK WITH SCHOLARS

The Juvenile Lending Library has been increased by 342 volumes, and it now contains 2,216 volumes, of which 1,295 volumes are fiction, and 921 volumes non-fiction. The total issue was 28,876 volumes, being an increase of 2,116 volumes over last year.

The Committee instructed the City Librarian to submit a proposal for using the room which formerly contained the Lending Library, and they concurred with his recommendation that it should be converted to a Junior Library which would contain an open access lending library, reading tables provided with suitable periodicals and magazines for juveniles, and some reference books. The Council accepted in March a tender for making the necessary structural and other alterations.

In May the City Librarian, by invitation of the Secretary for Education, read a paper on "Scholars and the Public Library" before the Norwich Head Teachers' Association, which was discussed at a special meeting, when resolutions in favour of certain library work with children, which he recommended, were passed. These resolutions were considered by this Committee, and it was agreed that there could be the following co-operative work: (1) Systematic and personally conducted visits to the Library by the senior scholars; (2) Lectures in the Library's Lecture Room—such lectures to be arranged by the Head Teachers, with co-operation by the Library staff, including the use of the lantern; (3) A special catalogue of books of educational value, for the use of teachers.

Several Head Teachers took advantage of the offer. Ten groups of school-leaving scholars, accompanied by their teachers, visited the lending departments of the Library for the purpose of having explained to them the method of borrowing books, the

system of classification, and the use of the catalogues. Three lantern lectures were given in the Lecture Room.

The Education Committee is co-operating with this Committee by placing a copy of the "Readers' Guide" in each school under its charge.

REFERENCE LIBRARY

On page 17 is a statistical table showing the monthly issues of books in the Reference Library, which was open on 281½ days. The total number of volumes issued, excluding the directories, year books, etc., was 8,016, giving a daily average of 28 volumes, as compared with 11,310 volumes issued last year, when the daily average was 37 volumes. The decrease in the issues of books in this department was mainly due to some of the borrowers from the Lending Library ceasing to consult in the Reference Library several Lending Library books before making their choice. Owing to the small attendance on Thursdays it was decided in July to close this department at 1 o'clock, and to allow the directories, etc., to be consulted in the Reading Room.

The success of the open access system in the Lending Library and its great popularity induced the Committee to agree to the City Librarian's recommendation that the system should be extended to the Reference Library. It was decided that in the public portion of the department should be arranged for free access all the "quick reference" books (*e.g.*, dictionaries and cyclopædias of various kinds, etc.) and other more or less "live" books. The rearrangement of the books involved practically no expense, and the work was so arranged that it was only necessary to close the department for three days, March 29th-31st. The books in the remaining portion of the Reference Library and in the Local Collection will be issued upon application as before.

All the books (over 20,000 volumes) in this department have been classified according to the Dewey Decimal System of Classification, by the Sub-Librarian, under the supervision of the City Librarian, and a card catalogue is in preparation.

COMMERCIAL AND TECHNICAL SECTIONS

Now that the open access system has been adopted in the Reference Library it is hoped that greater use will be made of the Commercial and Technical Section. This section includes county, town, trade, and professional directories, a set of the principal code books, various dictionaries and encyclopædias, reports of the Chambers of Commerce, consular reports, and a set of the Abridgments of Patent Specifications, etc.

Last year the Norwich and District Master Printers' Association, realising the value to their employees of technical works on printing, gave a donation of £5 for the purchase of such works.

The Association has now offered to defray the cost of printing a special annotated and classified catalogue of books on historical and practical printing and the allied arts, which the City Librarian has compiled. In January the City Librarian delivered before the Association a lantern lecture on "The Evolution of the Book, from clay tablets to incunabula," when the Sheriff (W. T. F. Jarrold, Esq.), as President of the Association, was the Chairman.

LOCAL COLLECTION

The collection of the literature relating to Norfolk and Norwich has been increased by 146 volumes and 330 pamphlets, and it now comprises approximately 7,000 volumes, 9,000 pamphlets, 7,000 topographical prints, 950 portraits, and 380 maps. At the Norwich Conference the President of the Library Association, drew attention to this valuable collection. He said: "I am sure that a great deal must be done to stimulate local interest by the admirable collection of material dealing with the locality which the library serves."

The Local Collection is being further developed by indexing the principal local items in the "Eastern Daily Press," a file of obituary notices, and a file of articles of local interest. The obituary notices of local residents (Norfolk and Norwich) are cut from local and other newspapers, magazines, etc., mounted on uniform cards, and filed in alphabetical order: this collection now numbers about 4,000 cards. Articles on local topics are treated similarly, but mounted on quarto sheets of paper: this collection now comprises about 1,500 sheets.

In connexion with the Annual Conference of the Library Association, the City Librarian prepared a paper on "Norfolk Bibliography," which contained several practical suggestions to librarians in charge of local collections. His suggestion that such librarians should compile and publish bibliographies of local articles has since materialised here. The new part of "Norfolk Archæology" (the transactions of the Norfolk and Norwich Archæological Society) contains a subject index of recent articles relating to Norfolk Archæology in various periodicals and transactions, compiled by the City Librarian, which not only gives publicity to the Local Collection, but forms a useful index to up-to-date information on archæological subjects.

NORFOLK AND NORWICH PHOTOGRAPHIC SURVEY

The Norfolk and Norwich Photographic Survey Collection has been increased by 204 prints, and it now numbers 3,488 prints and 441 lantern slides. Most of the additions of prints, as was the case during the previous three years, were photographs of men who fell in the War.

NORFOLK AND NORWICH ROLL OF HONOUR

The Roll of Honour of the natives and residents of Norfolk and Norwich who fell in the War, which this Committee is preparing for the Corporation, is still in progress. In May a tentative list of 2,600 Norwich men was printed and circulated with the object of obtaining additional names and further particulars of many of the men on the Roll, and since that date a mounted list has been exhibited in the Entrance Hall of the Library. As a result 231 names have been added, as well as additional information regarding many other men. The Norwich Roll will not be finally printed until the Government has published the Norfolk Regiment section of the Official Roll.

In addition to the Norwich Roll, the names of approximately 8,800 Norfolk men have been obtained. The Norfolk Roll is in two sections: (1) an alphabetical list of names, with as much information regarding the men as it has been possible to obtain: (2) a list of names according to the parishes in which the men were born or resided.

NEWS AND READING ROOMS

The use made of the News and Reading Rooms was about the same as that of last year, the approximate number of visits being 425,000, giving a daily average of nearly 1,400. Several new periodicals have been added.

BOOKBINDING

The sum of £80 2s. 7d. was expended on the binding of 516 volumes in the Lending and Reference Libraries, and £8 12s. 0d. was paid for stamping the classification marks on 1,719 volumes.

BOOKS FOR THE BLIND

During the year 40 volumes were borrowed as usual from the National Lending Library for the Blind, to which a donation of £2 10s. 0d. was made. The total number of volumes issued to Norwich borrowers was 150 as compared with 85 last year.

PUBLIC LECTURES

The success of the courses of lectures arranged by the Committee during the past few years has made their free public lectures an important and definite phase of the work of the Library. Because of the popularity of previous courses the Committee arranged for the first course of lectures to be delivered in Blackfriars' Hall, but its unsuitability as a lecture hall in its present condition necessitated a return to the smaller lecture room at the Library. The first lecture after Christmas, however, was delivered in the large Lecture Hall, Prince's Street Congregational Church, as it was anticipated that the audience would be a very large one.

The public interest in the lectures was sustained until the end of the series, and the last lecture had to be repeated.

DATE.	SUBJECT.	LECTURER AND CHAIRMAN.
1920.		
June 9	Charles Dickens.	Mr. M. M. Pattison Muir, M.A. (Chairman : Alderman H. J. Copeman, J.P.)
Oct. 25	*Life in Cambridge.	Mr. M. M. Pattison Muir, M.A. (Chairman : Rev. W. Busby, M.A.)
Nov. 8	The Pilgrim Fathers and Norwich.	Mr. Walter Stephenson, M.LITT. (Chairman : Rev. J. Glynn Edwards, B.A.)
„ 22	†Helps towards the Appreciation of Music.	Dr. Frank Bates. (Chairman : The Very Rev. the Dean of Norwich)
„ 29	How to Appreciate Drama.	Mr. W. Nugent Monck. (Chairman : Alderman H. J. Copeman, J.P.)
Dec. 13	Experiences of a News- gatherer.	Mr. R. W. Cook. (Chairman : The Sheriff of Norwich, W. T. F. Jarrold, Esq.)
1921.		
Jan. 17	*The Romance of the Post Office	Councillor P. R. Clarke. (Chairman : Alderman J. A. Porter, J.P.)
„ 31	*†The Story of a Match.	Mr. J. Sainty, B.Sc. (Chairman : Mr. W. Lincolne Sutton, F.I.C.)
Feb. 7	Some of the Dickens' People: The Ex- asperating Woman's Progress.	Mr. M. M. Pattison Muir, M.A. (Chairman : Councillor Fred Henderson, J.P.)
„ 14	*Immunity from Disease.	Dr. G. P. C. Claridge. (Chairman : Councillor Fred Kent)
„ 21	A Great Poet: John Keats.	Mr. M. M. Pattison Muir, M.A. (Chairman : Canon J. A. Bell, M.A.)
„ 28	Some of the Dickens' People: Three Simple Men and a Masterful Young Woman.	Mr. M. M. Pattison Muir, M.A. (Chairman : Alderman H. J. Copeman, J.P.)
Mar. 7	A Poet of Revolution : William Blake.	Rev. R. M. Pattison Muir, M.A. (Chairman : Rev. W. Busby, M.A.)
„ 14	The Social Value of the Novel.	Mr. C. A. Mace, B.A. (Chairman : Mr. M. M. Pattison Muir, M.A.)
„ 21	*The Scenery of Norfolk.	Mr. W. G. Clarke, F.G.S. (Chairman : Mr. F. C. Hinde).
Apr. 4	*The Scenery of Norfolk.	Mr. W. G. Clarke, F.G.S. (Chairman : Dr. Sydney H. Long).

NORWICH UNIVERSITY EXTENSION SOCIETY

Following its customary practice, the Library co-operated with the Norwich University Extension Society by publishing select lists of books relating to the subjects of the two courses of lectures arranged by the Society. The July-December number of the "Readers' Guide" contained a list of books on "English Painters," in connexion with the course of lectures by Mr. S. C.

* With lantern illustrations.

† With musical illustrations.

‡ With experiments.

Kaines Smith, M.B.E., M.A.; and a classified list of books on "Problems of Modern Industry"—the subject of Miss M. Cécile Matheson's course—appeared in the January-March number.

As usual, the sets of books sent from the Cambridge Headquarters of the University Extension Society, for the use of the students, were kept in the Reference Library.

The City Librarian was re-elected a co-opted member of the Committee of the Society.

EXHIBITIONS

The 69th exhibition of the Norwich Art Circle was held in the Lecture and Exhibition Room from November 1st to 13th, and the annual exhibition of the Woodpecker Art Club was held from January 17th to 29th.

GOVERNMENT PUBLICATIONS

Being strongly of opinion that there should be a liberal distribution to Public Libraries of the Government's official publications, the Committee communicated its views to the members of Parliament for this city, and to the Library Association which is endeavouring to secure such facilities for the public.

STAFF

There have been several changes in the personnel of the staff. Two junior assistants resigned, and others were appointed. Mr. Frank T. Bussey, M.M., resigned his position of Chief Assistant upon his appointment in November as a Senior Assistant at the Hackney Public Libraries, and in congratulating him the Committee expressed their great satisfaction of the manner in which he had discharged his duties. Mr. William J. Morrish, an assistant at the Newport (Mon.) Public Libraries, was appointed to fill the vacancy. With the view of increasing the efficiency of the staff, the Committee have made the appointments of assistants conditional on their obtaining the professional certificates of the Library Association.

The year under review has been an exceptionally busy one for the staff, because of the visit of the Library Association, the greater use of the Library by the public, and alterations in the arrangement of a large part of the stock of books. The staff loyally responded to the increased demands made upon them, particularly the Sub-Librarian and Mr. F. T. Bussey. The Sub-Librarian, who is responsible for the routine work of the staff, performed his duties most satisfactorily, and rendered very efficient assistance to the City Librarian in the organising work connected with the Library Association's visit.

LIBRARY ASSOCIATION'S VISIT

An event of much literary interest to the city, and one which marked an important epoch in the history of the Public Library,

was the visit of the Library Association from September 6th to 10th, the occasion being the 43rd Annual Conference of the Association, which was held by invitation of the Public Library Committee. There were over 300 delegates (librarians, members of library committees, etc.) from the principal libraries of the United Kingdom.

The Castle Museum Committee generously co-operated with this Committee by allowing all the business meetings to be held at the Castle Museum, and by throwing open to the delegates the collections, battlements, dungeons, etc.

For the purpose of making local arrangements for the comfort and enjoyment of the delegates, a Local Reception Committee was formed, and to them your Committee are indebted for the excellent arrangements which were made and carried out successfully.

The opening session took place at the Castle Museum on Tuesday, September 7th, when a civic welcome to the delegates was offered by the Lord Mayor (Alderman George Green, J.P.), who was accompanied by the Lady Mayoress, the Rt. Hon. George H. Roberts, M.P., Alderman H. J. Copeman, J.P., and others. The President (the Rt. Hon. J. Herbert Lewis, M.P.) acknowledged the welcome in felicitous terms, and referred to the historic traditions of the city.

The subjects on which papers were written and discussed were as follows:—The New Opportunity, by the Hon. Secretary, Mr. Frank Pacy (Westminster); The Report of the Public Records Commission, by Mr. H. R. Tedder, F.S.A., Hon. Treasurer (Secretary and Librarian of The Athenæum); Rural Library Problems, by Lt.-Col. J. M. Mitchell, O.B.E., M.C., B.A. (Secretary, Carnegie United Kingdom Trust); Regional Survey Work in Schools, and how the Public Library may assist in the Work, by Mr. F. T. Howard, M.A. (Board of Education); Co-operative work between Urban and Rural Libraries, by Mr. H. Tapley-Soper, F.S.A., F.R.HIST.S. (Exeter); The Public Libraries Act, 1919, by Mr. H. W. Fovargue, Town Clerk, Eastbourne (Hon. Solicitor, Library Association); The Library Situation in Scotland, by Mr. John Minto, M.A. (Signet Library, Edinburgh); The Type of a Public Library, by Mr. W. C. Berwick Sayers (Croydon); The Subject Index to Periodicals, by Mr. E. W. Hulme, B.A. (Hon. Editor); Libraries and Adult Education in Rural Areas, by the Rev. Basil Yeaxlee, M.A. (Y.M.C.A.), and Library Work for the Blind, by Mr. J. Bulman Smith, M.A. (National Library for the Blind). The City Librarian was invited to contribute to the Conference proceedings a paper on "Norfolk Bibliography," but he requested that it should be taken as read, and it was printed in the "Library Association Record" for November (vol. 22, pp. 352-364), and considerably enlarged in the "Norfolk Chronicle," March-May, 1921. Mr. Charles Nowell, the Sub-Librarian, submitted a comprehensive paper on "The Libraries of Norwich,"

which was printed in the "Library Association Record" for September (vol. 22, pp. 290-306,) and reprinted as a pamphlet for the information of the delegates during the Conference.

The social events and visits, held during delightful weather, contributed greatly to the enjoyment of the delegates, and were as follows: Monday evening—Reception by the Local Reception Committee at St. Andrew's Hall (the guests were received by Alderman Copeman and Mrs. Copeman), and an excellent performance of "The Comedy of Errors" by the Norwich Players. Tuesday evening—Reception by the Lord Mayor and Lady Mayoress at their residence, "The Plantation"; the beautiful grounds were so effectively lighted that the visitors described the scene as a veritable fairyland. Wednesday—Visit to the Cathedral and the Chapter Library, by invitation of the Dean and Chapter; Garden Party at Carrow Abbey and Carrow House, by invitation of the late Mrs. James Stuart, O.B.E., and the Misses Colman; Reception and Concert at the Castle Museum, by invitation of the Castle Museum Committee. Thursday evening—Conference Dinner at St. Andrew's Hall, when the guests of the Association included the Lord Mayor and Lady Mayoress, and the Chairman and Vice-Chairman of the Public Library Committee. Friday—Day excursion on the Broads, including a visit to Woodbastwick Hall, where the members were entertained to tea by the High Sheriff and Mrs. John Cator.

The Committee is pleased to record herein its thanks to the contributors to the Hospitality Fund, the Hon. Treasurer of which was Mr. Frank C. Hinde, and to all those who assisted the Local Reception Committee in their work. The Committee passed resolutions of grateful thanks to the following for their generosity and kindness in entertaining the delegates: Alderman George Green, J.P., and Mrs. Green; the late Mrs. Stuart and the Misses Colman; the Castle Museum Committee; and the High Sheriff of Norfolk and Mrs. John Cator.

In connexion with the Conference a large Publishers' Exhibition (an innovation) was held in the Assembly Room of the Agricultural Hall.

The Conference was unanimously regarded as delightful and stimulating, and one that would be memorable in the annals of the Association. At the annual dinner the City Librarian said he believed that when the jubilee of the Association was celebrated and they wrote a history of it, they would look back to Norwich as marking the renaissance of the public library movement: it was the first Conference after the removal of the statutory limit of the library rate to one penny in the pound, and the Association was honoured by having for its esteemed President so eminent and so able a gentleman as the Parliamentary Secretary to the Board of Education.

The thanks of the Association to Norwich was expressed at the Annual Business Meeting on September 9th, when the following resolution, moved by Alderman T. C. Abbott (Manchester) and seconded by Mr. Herbert Jones (Kensington) was unanimously approved:—

“The Library Association in Conference assembled, expresses its warmest appreciation of the invitation to meet in Norwich, and further desires to offer its recognition and grateful thanks for the excellence of the arrangements made by the Corporation, the Library Committee, and the Local Reception Committee, as well as for the presence and official welcome of the Lord Mayor. The Association realises how much of additional interest attaches to a Meeting held in and under the auspices of a City so historic and full of tradition, and has due sense of the hospitality cordially extended on every side. The Conference particularly acknowledges the services of Mr. G. A. Stephen, City Librarian, as Hon. Local Secretary, which services have been as unremitting as they have been efficient and successful.

In any vote of thanks must also be included Mr. Frank Leney, Mr. Nowell, and the other members of the Library and Museum staffs, who have so well supported their chiefs, and have shown the most courteous attention to each member.”

CONCLUSION

Thanks are due to the local press for their reports of the Library Association's Conference, and for the particulars regarding the work of the Library which have been published from time to time.

The significance of the visit of the Library Association, and the inauguration and great success of the open access system have made the year a “red letter” one in the annals of the Library. The Rt. Hon. J. Herbert Lewis, M.P., in the course of his presidential address to the Library Association, said that the reports of this Library “show a life and intellectual vigour that reflect credit upon the city.” This report indicates that the Library has made much progress during the past year, and its present position was recently stated in a leader in the *Eastern Evening News*: “The Public Library was never so well used, and never played so important a part in the educational equipment of the city as it is now doing.”

A perusal of the foregoing report and the encomiums quoted in the concluding paragraph bear eloquent testimony to the services rendered by Mr. G. A. Stephen, the Chief Librarian, in the discharge of the manifold duties and responsibilities devolving upon him, and the Committee desire again to record their high appreciation of his energy, professional resources and enthusiasm, which have contributed so largely to the successful administration of the Library during the past year.

HENRY J. COPEMAN,

April 27th, 1921.

Chairman.

DONORS TO THE LIBRARY

	Vols.	Pamphlets.
Arnold, H. H., Norwich		1
Arnold, H. R., Norwich		1
Baillie Institute, Glasgow (1 broadside)		
Baroda Central Library Department, India ...	3	4
Beecheno, F. R., Norwich		2
Beloe, E. M., F.S.A., King's Lynn		2
Bemrose Publicity Co., Ltd., London	2	
Blackwell, B. H., Oxford		1
Blakeney and Cley Wild Birds Protection Society		1
Blofield Rural District Council		1
Bolingbroke, L. G., Norwich		2
Borrett, C. E., Norwich	1	
Boulton & Paul, Ltd., Norwich	1	
British Academy	7	
British Museum, Trustees of	5	6
Budge, Sir Ernest A. Wallis, F.S.A., LITT.D. ...	1	
Bullard, A., Norwich		1
Bussey, F. T., Hackney Public Libraries	2	4
Cadbury Bros., Ltd., Bourneville		1
Canada, Department of Agriculture	1	
Cardiff Public Libraries		2
Carnegie Endowment for International Peace		2
Central Association of Accountants	1	
Chapman, F. W., Gosforth	2	
Chubb, Thomas, British Museum		1
City and Guilds of London Institute		1
Colchester Public Library	1	
Cole, Fred V., Wymondham	1	
Collins, C. D., London (1 map, 1 prospectus)		1
Colman, Miss H. C., Norwich		25
Co-operative Union, Ltd., Manchester	2	
Coulton, G. G., M.A., Cambridge		1
Cozens-Hardy, Sydney, LL.B., Norwich	1	
Cronbeck, Capt., Norwich	1	
Duffin, H. C., M.A., Dorking	1	
Durham University	1	
Edinburgh Chamber of Commerce		1
Edinburgh University	1	
Ellwood, Miss, Norwich	3	
Euren, A. D., Norwich	1	
Farmer, J. H., Mundesley		1
Flegg, East and West, Rural District Council		1
Friendly Societies, Registrar of	1	
Geldart, Miss A. M., Norwich	5	
Gerish, W., Caister-on-Sea		2

	Vols.	Pamphlets.
Gillespie, Mrs. H. (Trustees of) ...	1	
Goose & Son, Ltd., Norwich ...	1	
Green, E. W., St. Alban's Public Library ...	1	
Green, Sir John L., O.B.E., London ...	1	
Greenock Chamber of Commerce ...	1	
Gresham's School, Holt ...	1	
Griffiths, Rev. J. H., Norwich ...		12
Grout & Co., Ltd., Great Yarmouth ...	1	2
Gurney, Alderman Sir Eustace, J.P., Sprowston ...	6	
Gurney, J. H., F.L.S., F.Z.S., Keswick ...	227	3
Hamilton, Right Hon. Lord Claud, London ...	1	
Hampstead Public Library, London ...	1	
Hannah, Rev. Canon J. A., M.A., Norwich ...		2
Harmer, F. W., J.P., M.A., Cringleford ...		1
Herbert, Rev. G. N. (Executors of) ...	2	
Hopper, Rev. Edmund C., Starston ...		1
Howard, G. F., Norwich ...	1	
Incorporated Accountants, Society of ...	2	
India Office ...	9	1
Institute of Chartered Accountants ...	1	
Investment Registry, Ltd., London ...		1
Jarrold & Sons, Ltd., Norwich ...		1
Kinder, Martin, Thorpe, Norwich ...		15
Knight, Frank, and Rutley, London ...		1
Lee-Warner, Edward, J.P., Harleston ...	1	
Leeds, Herbert, Norwich ...		1
Leith Chamber of Commerce ...	1	
Library of Congress, Washington, U.S.A. ...	6	
Liverpool University ...	1	
Lloyds Publishing Co., Ltd., London ...	1	
London School of Economics ...	3	
Long, Sydney H., M.D., Norwich ...	6	18
McCalmont, Major Dermot H. B., London ...	1	
Mann, Dr. A. H., Cambridge ...	2	40
Marconi Wireless Telegraph Co., London ...	1	
May, G. C., Norwich ...	5	3
Mills, S. Mealing, and Co., Norwich ...		14
Morley, Claude, Monks' Soham House, Suffolk ...	1	
Mullens, W. H., M.A., F.L.S., M.B.O.U., London ...	1	1
National Physical Laboratory ...	1	
New South Wales, Agent-General for ...	3	
New York Public Library, U.S.A. ...	2	14
New Zealand, Agent-General for ...	1	
Newman, H. W., Norwich ...	1	
Nockolds, R. W., Norwich ...	1	
Norfolk and Norwich Traders' Association ...		13

		Vols.	Pamphlets.
Norfolk County Council	1	2
Norfolk News Co., Ltd., Norwich		1
Norwich Charity Commission		1
Norwich Diocesan Association of Ringers		17
Overseas Trade, Department of	4	1
Patent Office, H.M. (The Controller)	44	15
Paton, J. and J., London	1	
Photographic Convention of the United Kingdom		2
Piper, W. J., Norwich	1	
Plymouth Incorporated Chamber of Commerce	1	
Portsmouth Chamber of Commerce	1	
Preston, A. W., Norwich		1
Ramage, Hugh, M.A., Norwich		3
Ransford, Alfred, Hunstanton	1	
Rawnsley, W. F., Shamley Green	1	
Research Defence Society	6	
Romanes, C. S., Edinburgh	1	
Rye, Walter, Norwich	7	20
Scarlett, S. A., Norwich	2	
Sells, Ltd., London	1	
Sennitt, Mrs. E. C., Norwich		1
Shepherd, J., Librarian, Birkenhead		1
Smallburgh Rural District Council		1
Smithsonian Institute, Washington, U.S.A.	2	
Soman, Miss Mariette, M.B.E., Norwich		2
South Africa, Agent General for	1	
Spelman, Messrs., Norwich		2
Stationery Office, H.M.	125	231
Stocker, Dr. C. J., Norwich	9	
Sunderland Public Libraries		1
Tedder, H. R., F.S.A., London	1	
Thompson, H. Yates, J.P., London	1	
Tingey, J. C., M.A., Norwich		3
Trustee Saving Banks Association		1
Trustees of Shakespeare's Birthplace, Stratford-on-Avon	1	
Vince, H. J., Norwich		9
Walker, Aug., London		1
Wells, H. Rumsey, Norwich		1
Whitaker, W., F.R.S., F.G.S., Croydon		4
White, F. C., Lowestoft	1	
Williams, Hanbury, Norwich		13
Withington, Professor Robert, Cambridge, Mass.	1	
Wood, J. D. & Co., London		1
Young, Lt.-Com. E. Hilton, D.S.O., M.P., London	28	14

LENDING LIBRARY

Classification of the Issues of Books, 1920-21

CLASSES.	Stock of Vols.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals : 1919-20.	Totals : 1920-21.
General & Bibliography	47	3	8	8	6	8	8	7	11	11	22	9	8	109	96	3,838*
Philosophy	462	37	51	51	49	33	63	76	105	88	83	93	78	807	640	807
Religion	1,406	108	129	117	152	89	116	185	213	152	182	185	212	1,840	1,026	586
Sociology	1,524	172	167	169	162	170	240	238	249	226	287	301	249	2,630	1,819	2,630
Language & Literature	2,700	515	525	548	533	445	580	701	646	502	805	732	735	7,327	5,541	791
Natural Science	1,090	229	245	290	229	166	207	289	339	257	378	313	361	3,303	2,008	3,303
Useful Arts	1,051	375	395	366	358	315	360	436	489	400	546	522	507	5,069	3,534	3,534
Fine Arts	1,342	478	472	442	446	435	481	548	577	499	636	601	641	6,256	4,050	6,256
Biography	2,641	311	298	288	284	233	295	403	430	340	430	384	406	4,102	2,413	4,102
Geography and Travel	1,320	399	356	401	429	353	396	471	500	471	605	591	598	5,570	2,445	5,570
History	1,468	209	230	232	277	232	271	356	333	298	388	358	391	3,575	2,289	3,575
Fiction	4,908	5,997	6,211	6,029	6,384	6,087	6,638	7,717	7,855	7,309	9,377	8,810	9,015	87,429	59,785	63,384
Tales for Juveniles	1,295	1,279	1,726	1,828	1,938	1,419	1,630	1,913	2,351	1,796	2,117	1,852	1,807	21,656	19,011	— †
Miscellaneous Books for Juveniles	921	231	385	598	772	276	364	588	954	884	781	692	695	7,220	7,749	— †
	22,175	10,343	11,198	11,367	12,019	10,261	11,649	13,928	15,052	13,293	16,637	15,443	15,703	156,893	112,406	75,672
Number of days open	...	21½	23	24	24½	23	23½	24	24	21½	24	22	22½	277½	274½	308
Daily average issue, 1920-21	481	487	473	491	446	496	580	627	604½	693	702	682	574	—	—
" " " 1919-20	441	368	345	351	351	367	426	454	437	465	455	463	—	409	—
† " " " 1910-11	284	260	219	208	204	237	253	254	255	271	265	240	—	—	246

* These 3,838 vols. were almost entirely old magazines which were borrowed for the fiction contained in them.

† The comparatively few books for juveniles were included in the various classes.

‡ The year before the work of reorganisation began.

REFERENCE LIBRARY

Classification of the Issues of Books, 1920-21

CLASSES.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals 1919-20
General and Bibliography	63	69	55	100	97	77	79	88	145	181	108	97	1,159	1,421
Philosophy	1	5	8	—	—	1	1	1	—	3	1	—	21	73
Religion	26	4	2	21	25	3	16	27	30	26	35	17	232	398
Sociology	61	34	10	71	56	48	96	75	81	55	41	22	650	703
Language and Literature	45	60	63	59	33	43	52	92	124	91	55	37	754	1,192
Natural Science	24	17	33	21	9	9	23	141	32	15	6	4	334	560
Useful Arts	68	89	75	160	72	94	134	98	78	111	74	33	1,086	1,477
Fine Arts	48	28	20	46	76	62	62	53	45	29	33	39	541	1,147
Biography	34	33	77	50	52	22	26	45	31	24	30	30	454	809
Geography and Travel	8	23	12	48	8	11	9	17	8	14	6	9	173	277
History	41	44	31	106	71	24	37	91	1	19	36	16	517	1,053
Local Collection	166	173	153	280	252	127	194	302	87	97	142	122	2,095	2,200
	585	579	539	962	751	521	729	1,030	662	665	567	426	8,016	11,310
Daily average issue	24	23	21	38	32	22	30	42	30	27	25	21	28	37
Number of days open	24	25	26	24½	23	23½	24	24	21½	24	22	20	281½	306

REVENUE ACCOUNT FOR THE YEAR

Expenditure.

	£	s.	d.	£	s.	d.
To Salaries				1683	9	8
Insurance	35	7	7			
Rates	168	15	0			
Books and Carriage	407	12	0			
Bookbinding	88	14	7			
Newspapers and Periodicals	148	15	6			
Printing, Stationery and Library Appliances	137	13	2			
Printing "Readers' Guides" and Catalogues	24	1	9			
Furniture, Bookshelves and Fittings... ..	69	12	2			
General Repairs and Cleaning	94	3	8			
Open Access System—Cards, &c.	16	7	6			
Alterations to Electrical Installation	47	13	0			
Electric Light	129	13	5			
Gas and Water	4	4	8			
Steam for Heating	97	9	2			
Telephone Rental	8	15	2			
Postages	31	9	2			
Travelling Expenses	9	7	7			
Employers' Contributions—National Insurance						
Acts	9	10	4			
Miscellaneous	13	5	10			
				1542	11	3

£3226 0 11

Fines Account for the Year

	£	s.	d.
To Books, Manuscripts, Prints, &c., for Local Collection ...	38	5	2
Balance, being excess Income over Expenditure ...	60	1	7
	£98	6	9

REVENUE ACCOUNT FOR THE YEAR

Expenditure.

Hillen's Bequest Revenue Account for

£ s. d.

To Balance, being excess Income over Expenditure	22	2	2
--	-----	----	---	---

Hillen's Bequest Account—

£ s. d.

To Investment in 5% National War Bonds	...	300	0	0
--	-----	-----	---	---

£300	0	0
------	---	---

BALANCE SHEET—

Liabilities.

		£	s.	d.	£	s.	d.
Bequest by the late Mrs. E. K. Hillen	450	0	0			
Transfer from Accrued Interest	50	0	0			
					500	0	0
Sundry Creditors				252	11	11
Revenue Balance, 31st March, 1920	60	14	4			
Less Deficiency for current year	17	16	6			
					42	17	10
Fines Account—							
Revenue Balance, 31st March, 1920	120	5	1			
Ditto for the current year	60	1	7			
					180	6	8
Photographic Survey Account—							
Revenue Balance, 31st March, 1920				5	0	5
Hillen's Bequest Revenue Account—							
Revenue Balance, 31st March, 1920	47	5	2			
Ditto for the current year	22	2	2			
		69	7	4			
Less Transferred for Investment	25	0	0			
					44	7	4

£1025	4	2
-------	---	---

ENDED 31ST MARCH, 1921.

Income.

the Year ended 31st March, 1921.

				£	s.	d.	£	s.	d.
By Interest	4	6	6		
Dividends on Investment	17	15	8		
								22	2
									2

Year ended 31st March, 1921.

							£	s.	d.
By Balance of Bequest Received	275	0	0
Transfer from Revenue Account	25	0	0
							£300	0	0

REVENUE ACCOUNT.

Assets.

					£	s.	d.	£	s.	d.
Investment—										
5 per cent. National War Bonds—Hillen Bequest								500	0	0
Cash in hand—Treasurer	523	4	2			
Librarian	2	0	0			
								525	4	2

£1025 4 2

ARTHUR F. GENTRY, F.S.A.A.,
City Accountant.

**"A good library is one of the first essentials
of a civilized and progressive community."—The
Rt. Hon. H. A. L. FISHER, Minister of Education.**

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CITY OF NORWICH



ANNUAL REPORT

OF THE

Public Library Committee

TO THE

TOWN COUNCIL

FOR THE YEAR ENDED 31st MARCH, 1922

COMMITTEE:

Chairman—ALDERMAN HENRY J. COPEMAN, J.P.

Vice-Chairman—

COUNCILLOR J. F. HENDERSON, J.P.

Members of the Council—

ALD. DR. E. E. BLYTH, J.P., B.A.

COUNCILLOR P. R. CLARKE

COUNCILLOR GEORGE DENNIS

COUNCILLOR H. E. HUMPHRIS

COUNCILLOR FREDERICK KENT

COUNCILLOR E. J. MANNING

Co-opted Members—

SIR A. W. F. BAGGE, BART.,
B.A., LL.B.

REV. W. BUSBY, M.A.

MR. F. W. HARMER, J.P., M.A.,
F.G.S., F.R. MET. SOC.

MR. FRANK C. HINDE

MR. M. M. PATTISON MUIR, M.A.

MR. WALTER RYE

MR. A. M. STEVENS

Town Clerk—ARNOLD H. MILLER, O.B.E.

City Librarian—GEO. A. STEPHEN, F.L.A.

CITY OF NORWICH

PUBLIC LIBRARY

ANNUAL REPORT, 1921-22

The Public Library Committee have pleasure in presenting the following report on the work accomplished during the financial year ended 31st March, 1922.

STOCK

During the year 3,597 volumes and 403 pamphlets were added by purchase or gift, 2,952 volumes being allocated to the Lending Library, 512 volumes and 188 pamphlets to the Reference Library, and 133 volumes and 215 pamphlets to the Local Collection.

ISSUES AND VISITS

The recorded number of volumes issued to readers during the year from the Lending and Reference Libraries was 221,227, as compared with 164,909 issued last year, making the great increase of 56,318 volumes. Particulars of these issues are given under the headings "Lending Library" and "Reference Library," and in the statistical tables on pages 16-17.

The estimated total visits to all departments were about 640,000.

LENDING LIBRARIES

The stock of the Lending Libraries (adult and junior) on March 31st was 25,105 volumes, the number of volumes in each class being shown in the statistical table on page 16. During the year 177 books were withdrawn as worn-out and 35 were replaced.

A statistical table showing the monthly issues of books for home reading from each class is given on page 16. The Lending Library was open on 283 days, as against 277½ days last year; and 197,796 volumes were issued from the adult and junior departments giving an average daily issue of 699 volumes; the average daily issue excluding Thursdays was 744. The greatest issue on a single day was on Saturday, January 28th, when 1,372 volumes were borrowed; last year the corresponding figure was 1,137.

Owing to the adoption of the open access system on March 29th, 1920, the Committee last year were able to report an unprecedented increase of 44,487 volumes in the issues. The popularity of the system has continued, and the Committee are again glad to report an increase almost as great as that of the previous year, viz., 40,903 volumes.

The increase per cent on the total issues of last year is 26.07 per cent, or 22.36 per cent excluding the issue from the Junior Library. In all the classes of the Adult Library there

have been increases (see statistical table, page 16) in issues, except in section 200, Religion, where a decrease of 99 volumes was recorded, but it should be noted that last year there was an unusual increase of 814 volumes. The more substantial increases in the issues of books were from the following sections: Language and Literature, 1,392 vols.; Natural Science, 813 vols.; Geography and Travel, 679 vols.; Juvenile Non-fiction, 2,639 vols.; Fiction, 23,257 vols.; and Juvenile Fiction, 9,632 vols.

The present percentage of fiction issued from the adult and junior sections is 71·8, but from the adult section only it is 70·65 as compared with 68·2 last year.

BORROWERS

5,533 tickets have been issued to new borrowers, viz.: 2,810 ordinary tickets, 1,724 juvenile tickets, and 999 students' tickets. There are now 11,919 tickets in force, viz.; 6,750 ordinary tickets, 2,012 juvenile tickets, and 3,157 students' tickets.

JUNIOR LIBRARY

Until the Adult Lending Library was transferred to the large room which had hitherto been used as a Reading Room, it was only possible to allocate for children a portion of the Lending Library (on the indicator system), and to have a separate catalogue of the books for their use. The room formerly used as the Lending Library being free, the Committee were so pleased with the unqualified success of the open access system that they decided, upon the City Librarian's recommendation, to convert the room to a Junior Library, which would not only contain an open access lending department, but also reading tables.

The lending of books to juniors was suspended for three days (July 11th—13th) during the structural alterations. The Junior Library was formally opened on Thursday morning, July 14th, by the Chairman of the Library Committee, when there were present representative citizens, several head teachers, and a party of juvenile borrowers from the city schools. Brief speeches were made by the Chairman of the Public Library Committee, Dr. E. E. Blyth (Chairman of the Education Committee), Sir Eustace Gurney (Vice-Chairman of the Education Committee), the Lady Mayoress (Miss Duff), and Mr. Edward Peake (then Head Teacher of Crook's Place Boys' School). At the close of the proceedings the Chairman and Mrs. Copeman provided the children and guests with refreshments.

An article by the City Librarian entitled "A Library for Juniors," describing the new Junior Library, was contributed by request to the "Sunday School Chronicle" of September 8th.

The Lending Department of the Junior Library now contains 3,259 volumes, of which 1,043 volumes were added during the year.

1,171 of the books are non-fiction; and these constitute a representative selection of the best books which have been written for children on history, biography, travel, science, art, literature, sports, pastimes, etc. The books are all classified on the Dewey Decimal System, which is in vogue in the Adult Library, so that when the time comes for the children to be transferred to it the knowledge of the arrangement of the books already gained will enable them to find their way about easily.

The Junior Library also contains a writing table, a few reference and other books for reading in the Library, and a good selection of the best periodicals and magazines which have been written for children.

The issue of books from the Juvenile Department by means of the indicator, from April 1st to July 9th, was 6,714 volumes, giving an average daily issue of 86; from July 14th to March 31st the corresponding figures were 34,433 volumes and 171 volumes. The total issue for the year was 41,147 volumes—an increase of 12,271—the daily average issue being 147 volumes as compared with 104 volumes last year. The large increase in the issue of books from the new department is sufficient testimony to its great appreciation by the young readers.

REFERENCE LIBRARY

On the first day of the year covered by this report the open access system was inaugurated in the Reference Library for a considerable portion of the stock, viz., all the “quick reference” books (*e.g.* dictionaries and cyclopædias of various kinds, directories, year books, etc.) and other books which are more or less in frequent demand. An attempt was made to record the number of books consulted daily, and the figures obtained are given in the statistical table on page 17, which shows a total issue of 23,431 volumes for $282\frac{1}{2}$ days, giving a daily issue of 83 volumes, but it is certain that many more books than those recorded were consulted during the year. Last year the total issue was 8,016 volumes, giving a daily average of 28 volumes, but then, as in previous years, the use made of directories, annual publications, etc., on open shelves was not recorded, and therefore the figures cannot be properly compared with those of this year.

Owing to the popularity of the other departments of the Library and the consequent increase of administrative work, only very slight progress has been made in cataloguing the books in this department.

The Library again assisted in the compilation of the “Subject Index to Periodicals” published by the Library Association, by indexing the principal articles in the transactions of local societies, and several other periodicals.

COMMERCIAL AND TECHNICAL SECTION

The outstanding feature of interest in connexion with the Commercial and Technical Section of the Library which is being developed, is the co-operation between the Committee and the Norwich and District Master Printers' Association. Last year it was reported that this Association had given a donation of £5 towards the cost of additional books on printing, and had offered to defray the cost of printing a special catalogue of books of use to printers. A representative collection of about 250 volumes on historical and practical printing and kindred subjects (book-illustration, book-binding, paper, publishing, book-selling, journalism, etc.), being formed, the City Librarian compiled an annotated and classified catalogue of the books, which was printed in September.

In order that employers and employees in the printing trade might have a convenient opportunity of inspecting this special collection Mr. W. T. F. Jarrold, the President of the Association, held a reception at the Library on Thursday evening, November 24th, when each person was presented with a copy of the catalogue (35 pp.). To add to the interest of the meeting the City Librarian arranged an exhibition consisting of rare early English printed books and facsimiles belonging to the Library, and some fine examples of decorative title-pages, end-papers, and book-covers from his own private collection. The meeting was rendered additionally attractive and enjoyable by Mr. Jarrold's kindness in providing a concert (arranged by Mr. T. H. Barry) and refreshments. Several of the letters which were sent to the City Librarian, conveying congratulations on the unique co-operation between a Public Library and a Master Printers' Association, were read; these included letters from the President and ex-President of the Federation of Master Printers, Mr. Charles T. Jacobi, of the Chiswick Press, and the Principal of the St. Bride Foundation Printing School.

The Committee, being strongly of opinion that the provision of technical and commercial books would materially assist in developing local industry and trade, are willing to co-operate similarly with other local employers.

LOCAL COLLECTION

The collection of literature relating to Norfolk and Norwich has been increased by 128 volumes and 216 pamphlets, and it now comprises approximately 7,000 volumes, 9,500 pamphlets, 7,000 topographical prints, 950 portraits, and 380 maps.

The work in progress in this department includes an index of the principal local items in the "Eastern Daily Press," and files of obituary notices and articles of local interest.

The subject index of books, pamphlets and recent articles relating to Norfolk archæology in various periodicals and

transactions, was continued by the City Librarian, and published in the current issue of "Norfolk Archæology," being the transactions of the Norfolk and Norwich Archæological Society. All the items so indexed are incorporated in the Library's catalogue of local books.

Among the valuable additions to the Local Collection are 264 quarter sheets of the Ordnance Survey Map of Norfolk, and the manuscript volumes of the Military History of Norfolk (7 vols.) by the late Colonel J. R. HARVEY, D.S.O., to which reference is made on page 8.

There is in preparation a "Guide to the Study of Norfolk," which is being compiled on similar lines to the "Guide to the Study of Norwich," first issued in 1914 and enlarged in 1919.

NORFOLK AND NORWICH PHOTOGRAPHIC SURVEY

The Norfolk and Norwich Photographic Survey Collection now numbers 3,662 prints, and 848 lantern slides, the additions during the year being 174 prints and 407 lantern slides, the latter including 398 of the 1,306 slides which the Committee purchased from Mr. Edward Peake jointly with the Castle Museum Committee in June. Mr. Peake's slides include sets relating to the Norwich School of Painting, George Borrow, Norfolk and Norwich, Flowers, Scotland, Denmark, Sweden, France and Germany; these will be very useful to both Committees for the purpose of illustrating lectures, and their value is enhanced by his manuscript notes.

LIBRARY PUBLICATIONS

Four numbers of the "Readers' Guide" were issued during the year, each of which contained, in addition to the usual annotated list of books added to the Library, an annotated reading list on a subject of particular interest. The special feature of the April-June number was a list of books and pamphlets on John ("Old") Crome, prepared in connexion with the centenary of his death, which was celebrated at the Castle Museum by a splendid exhibition of his paintings. In the July-September number was published a select list of works by and about Dante, prepared for the sexcentenary of the poet's death (see page 11), and a short article on the Lazar House by the City Librarian. The October-December number contained a classified list of books on "Architecture up to 1550," the subject of the winter course of the Norwich University Extension Lectures, delivered by Dr. D. H. S. Cranage, F.S.A. Molière was the subject of the reading list in the January-March "Guide," published shortly before the Norwich tercentenary commemoration of the birth of the greatest master of French comedy.

The City Librarian contributed to the "Norwich Mercury" in September a chronological bibliography of books and pamphlets relating to the Broads, which was reprinted in pamphlet form, and is being sold at 3d. per copy. The majority of the items in the bibliography are in the Local Collection, and therefore the bibliography also serves the purpose of a special catalogue of these books.

NORFOLK AND NORWICH ROLL OF HONOUR

The Roll of Honour of the natives and residents of Norfolk and Norwich who fell in the War, which this Committee is preparing for the Corporation, is still in course of compilation, but there has not been much progress during the year. The Government lists entitled "Soldiers died in the Great War, 1914-1919," are being analysed for local men, and the Norwich Roll will not be finally printed until all the official lists have been published.

NEWS AND READING ROOMS

The use made of the News and Reading Rooms was about the same as that of last year, the approximate number of visits being 426,000 giving a daily average of nearly 1,400.

In response to an application from representatives of the unemployed, the Committee decided, by way of experiment, to have cleaned and prepared a large room on the top floor for use as an additional Reading Room, where smoking and quiet conversation could be permitted during the stress of unemployment. The room was opened on December 13th, and ex-Sergeant Major D. Bonnar was engaged as a temporary attendant. The room is open from 10 a.m. to 1 p.m. and 2-30 to 7-30 p.m. from Monday to Friday, and 10 a.m. to 1 p.m. on Saturday. The average daily attendance has been 160.

BOOKBINDING

1,536 volumes in the Lending and Reference Libraries were bound at a cost of £232 3s. 9d., and £2 8s. 9d. was paid for stamping the classification marks on 500 volumes.

BOOKS FOR THE BLIND

During the year 67 volumes were borrowed from the National Lending Library for the Blind, to which a donation of £2 10s. 0d. was made. The total number of volumes issued to Norwich borrowers was 200 as compared with 150 last year.

DONATIONS

A list of the principal donors of books to the Library during the year is printed on pages 13-15.

Sir Eustace Gurney's gift of the Lazar House is described on page 10.

In May the Committee were very pleased to receive from Miss Lucy Bignold her generous gift of the silver trowel with ivory handle which was presented to her father, the late Sir Samuel Bignold, and used by him when the foundation stone of the present Public Library was laid. The trowel is inscribed: "Presented to Sir Samuel Bignold, knight, Mayor of Norwich, on the occasion of his laying the first stone of the Free Library, September 13th, 1854." The souvenir, in a handsome oak case provided by Miss Bignold, is exhibited in the Lending Library.

A welcome donation of useful reference books, including a set of Baron Somers' Collection of Tracts, edited by Sir Walter Scott, was received from the Misses Colman, who, with their sister, Mrs. E. T. Boardman, also presented a copy of the "History of the Art of Writing," 4 volumes, 1907, by H. S. Williams.

On October 18th the Committee reported to the Council that the late Col. J. R. Harvey, D.S.O., had bequeathed to the Library 11 volumes of the "Norwich Mercury" for the years 1757 to 1807, 23 other local books, and the manuscript of his extensive "Military History of Norfolk" in seven folio volumes. The Council recorded its appreciation of the bequest, not merely for its intrinsic value, but as an expression of the late Col. Harvey's civic spirit in enhancing the value of the Library's Local Collection.

Through Mr. Percy Jewson, the President of the Norwich Sunday School Union, the Committee received a donation of £5 for the purchase of books suitable for teachers in Sunday Schools, on condition that a special catalogue of books useful to teachers and others interested in Sunday School work should be compiled by the City Librarian. The Union also undertook to defray the cost of printing the catalogue. The Library now contains a comprehensive collection of suitable books, and the manuscript of an annotated and classified catalogue of them is nearly ready for the printers.

PUBLIC LECTURES

Last year the free public lectures were delivered fortnightly before, and weekly after Christmas; their appreciation by the public encouraged the Committee this year to arrange 23 weekly lectures at the Library.

The lectures, which were all well attended, were on a variety of subjects, and particular attention was paid to standard and popular authors. With the view of stimulating interest in the subjects of the lectures and of encouraging study, reading lists were distributed at most of the lectures.

The following is a list of lectures and lecturers, to all of whom the Committee are much indebted for their voluntary services:—

LIST OF LECTURES

DATE.	SUBJECT.	LECTURER AND CHAIRMAN.
1921.		
Oct. 8	Dante.	Professor T. Okey, M.A. (Chairman : The Very Rev. the Dean of Norwich).
Oct. 17	Robert Browning.	Mr. M. M. Pattison Muir, M.A. (Chairman : Mr. F. C. Hinde).
Oct. 24	Robert Greene and the Elizabethan Dramatists.	Mr. W. Nugent Monck. (Chairman : Rev. W. Busby, M.A.).
Oct. 31	Thomas Hardy.	Mr. Walter Stephenson, M. Litt. (Chairman : Councillor Fred Henderson, J.P.).
Nov. 7	Art and Science.	Mr. M. M. Pattison Muir, M.A. (Chairman : Mr. E. T. Boardman).
Nov. 14	W. M. Thackeray.	Mr. M. M. Pattison Muir, M.A. (Chairman : Mr. A. M. Stevens).
Nov. 21	*Norfolk Birds.	Dr. Sydney Long, F.Z.S. (Chairman : Mr. M. M. Pattison Muir, M.A.)
Dec. 5	*Disease and its Treatment in Ancient Times.	Dr. A. J. Cleveland. (Chairman : Ald. H. J. Copeman, J.P.).
Dec. 12	Sir Walter Scott.	Mr. M. M. Pattison Muir, M.A. (Chairman : Canon J. A. Bell, M.A.).
1922.		
Jan. 9	*G. F. Watts and his Pictures.	Miss Helen C. Colman. (Chairman : Ald. H. J. Copeman, J.P.).
Jan. 16	L'humour dans les Comédies de Molière. (In French).	Monsieur A. Trèves. (Chairman : Mr. O. H. Carter).
Jan. 16	Molière (In English).	Monsieur A. Trèves. (Chairman : Mr. F. C. Hinde).
Jan. 23	*Old Norfolk Buildings.	Mr. Stanley J. Wearing, A.R.I.B.A. (Chairman : Mr. Ernest Kent).
Jan. 30	Robert Louis Stevenson.	Mr. M. M. Pattison Muir, M.A. (Chairman : Councillor P. R. Clarke).
Feb. 6	*A Naturalist in Algeria.	Mr. Robert Gurney, M.A., F.Z.S. (Chairman : Dr. Sydney Long, F.Z.S.).
Feb. 13	Confessions and Reminiscences of a Musician.	Dr. Frank Bates. (Chairman : Mr. M. M. Pattison Muir, M.A.)
Feb. 20	Life according to Galsworthy.	Rev. R. M. Pattison Muir, M.A. (Chairman : Councillor H. P. Gowen).
Feb. 27	Nietzsche.	Councillor Fred Henderson, J.P. (Chairman : Mr. W. Lincoln Sutton, F.I.C.).
Mar. 6	Irish History in the Nineteenth Century.	Mr. Walter Stephenson, M.Litt. (Chairman : Mr. W. E. Keefe).
Mar. 13	*Norfolk Waterways.	Mr. W. G. Clarke, F.G.S. (Chairman : Mr. Harry Brittain).
Mar. 20	*William Morris	Mr. M. M. Pattison Muir, M.A. (Chairman : Canon F. J. Meyrick).
Mar. 27	Novels of W. J. Locke.	Mr. H. Alsop, M.A. (Chairman : Mr. M. M. Pattison Muir, M.A.)

* With Lantern Illustrations.

THE LAZAR HOUSE

The Committee have great pleasure in recording in its annual report Sir Eustace Gurney's munificent gift to the city of the Lazar House which the Council, on the recommendation of this Committee, accepted with grateful thanks on May 17th, Sir Eustace having consented to the postponement of the adaptation of the building as a Branch Library, and to its being used in the meantime for public lectures, and for municipal and educational purposes.

The Lazar House, or Magdalen Chapel (by which name it had been known from its earliest period) is a fine Norman relic, which was saved from destruction in 1902 by Mr. Walter Rye, from whom it was purchased by Sir Eustace, and at considerable expense thoroughly restored and made suitable as a Hall for various purposes.

Sir Eustace's gift has ensured for posterity an archæological treasure destined to be of much utility, first as a civic hall, and subsequently as a branch public library in a district where a library is required. With his gift Sir Eustace subsequently included a plot of ground at the back of the Lazar House, and also, for interior decoration, a series of forty coloured prints of paintings by masters of the Italian, Dutch and German schools. An historical account of the Lazar House by the City Librarian was published in the "Eastern Daily Press" on May 18th, and a longer illustrated article by him appeared in the "Millgate Monthly" for November.

The following free public lectures, arranged by this Committee, were delivered at the Lazar House; they were much appreciated, and the attendances were quite satisfactory, taking into account the very inclement weather on several occasions.

DATE.	SUBJECT.	LECTURER AND CHAIRMAN.
1922.		
Jan. 18	*The Lazar House; a phase of old Norwich life.	Mr. Walter R. Rudd. (Chairman: Alderman H. J. Copeman, J.P.)
Feb. 3	*Demonstration of the X Rays.	Dr. A. J. Cleveland. (Chairman: Mr. A. Cozens-Hardy).
Feb. 17	*The temples and tombs of Upper Egypt.	Mr. T. E. Rigby, B.A. (Chairman: Councillor F. C. Jex).
Mar. 3	*The rebirth of a nation: the romance of Czecho-Slovakia.	Mr. F. Travers Stevens. (Chairman: Dr. R. W. Chalmers).
Mar. 15	*Old Norwich buildings.	Mr. Stanley J. Wearing, A.R.I.B.A. (Chairman: Mr. R. Jewson, J.P.).
April 3	*Microbes: friends and foes.	Mr. H. J. Howard, F.R.M.S. (Chairman: Mr. J. L. Copeman).

LITERARY CELEBRATIONS

The customary practice of celebrating notable literary events was continued during the year.

The sexcentenary of the death of the greatest of Italian poets was commemorated by a public lecture on Dante, which was delivered at the Technical Institute on October 8th by Mr. Thomas Okey, M.A., Professor of Italian, Cambridge University. An annotated reading list on Dante was published in the July-September number of the "Readers' Guide."

The Rt. Hon. the Earl of Leicester co-operated with the Committee in a very special manner. For the first time in the history of the celebrated Holkham Library, several of its treasures were lent for exhibition, the period being September 14th to October 10th.

Lord Leicester's loan comprised seven early Dante manuscripts of the Fourteenth and Fifteenth Centuries, and four rare printed books. There were six manuscripts of the "*Divina Commedia*," and one of Dante's philosophical treatise known as "*Il Convivio*" or "*The Banquet*," a manuscript much rarer and even more precious than the finest of Lord Leicester's manuscripts of the "*Commedia*." Of the "*Il Convivio*" only 33 manuscripts are known to exist, and there are only four in England. The printed editions of the "*Commedia*" sent from the Holkham Library were: the edition printed at Venice by Vindelino of Spire in 1477; the "*Sansovino*" edition, Venice, 1578; the first of the three great volumes of Lord Vernon's edition of the "*Inferno*," London, 1858; and Lord Vernon's reprint of the first four printed editions of the "*Inferno*," London, 1858.

The tercentenary of the birth of Molière was commemorated by two lectures given by Monsieur A. Trèves, of Gresham's School, Holt, on Monday, January 16th; in the afternoon "*L'humour dans les comédies de Molière*" (in French), the attendance being particularly good; in the evening "*Molière*" (in English). The "*Readers' Guide*" for January-March contained a reading list on Molière, and a portrait of him. The Norwich Players co-operated in the celebration by giving performances of two of Molière's plays, "*The Affected Ladies*" and "*The Mock Doctor*."

NORWICH UNIVERSITY EXTENSION SOCIETY

As usual, the library co-operated with the Norwich University Extension Society: (1) by keeping in the Reference Library the sets of books sent from the Cambridge Headquarters for the use of students; (2) by publishing in the October-December "*Readers' Guide*" a list of books—described by the lecturer as a "*splendid list*"—on "*Architecture up to 1550*", in connexion with the course by Dr. D. H. S. Cranage, F.S.A.

The City Librarian was re-elected a co-opted member of the Committee of the Society.

EXHIBITIONS

The 70th exhibition of the Norwich Art Circle was held in the Lecture and Exhibition Room from October 29th to November 12th. Admission was free.

LIBRARY ASSOCIATION

The City Librarian attended the Annual Conference of the Library Association which was held at Manchester during the second week in September, and he presented to the Committee a report of the proceedings. He was again elected a member of the Council of the Association. The City Librarian is also one of the Association's examiners.

The annual report which was presented at the business meeting contained an appreciative reference to the Conference which was held the previous year in Norwich: "The Norwich meeting marked an important stage in the work of the Library Association. . . . The heartiness of the civic welcome and the generous hospitality accorded to the guests of the City will not be forgotten, and the excellence of the local arrangements may become proverbial".

STAFF

Credit is due to the assistants for their services to an increasing number of users of the Library, and for their personal interest in their work. They are all studying with the view of increasing their efficiency. Four assistants passed the Library Association's examination in Library Routine in May: Mr. W. Morrish, Miss E. Wagstaff, Miss L. Smith, and Miss M. Alexander, who not only passed with merit, but submitted the best essay on "School Libraries: their history, organisation, and management," which was regarded as worthy of publication in the "Library Association Record" (January).

The Committee are pleased to record the conspicuous success of their late Deputy Librarian, Mr. Charles Nowell, who was appointed City Librarian of Coventry in January. Mr. Nowell was a chief assistant at the Coventry Public Libraries prior to his appointment as Deputy Librarian at this Library in 1913. During his service at Norwich he had varied experience of numerous library activities, and he discharged his duties efficiently and to the complete satisfaction of the Committee. Besides being a tribute to his qualifications, his promotion redounds to the credit of the Library where he completed his training.

In open competition Mr. John Smith, Assistant-in-charge of the Great Lever Branch Library, Bolton, who holds the six

professional certificates of the Library Association, was appointed Deputy Librarian in March.

CONCLUSION

The Committee are again gratified to present another report which is entirely satisfactory and encouraging. Considerable progress has been made during the year under review, and it is significant that the issues of the books for home reading have increased by 160 per cent since the work of re-organisation began in 1911, when numerically the staff was only one less than at present. In addition to this enormous increase, the technical and administrative work of the Library has been greatly developed during the past decade, and its usefulness in all spheres of civic life has continued to grow.

The Committee desire to draw attention to the recent report on "The Teaching of English in England," issued by the Board of Education, which emphasises the value of literature, our principal intellectual instrument :—

"Literature, the form of art most readily available, must be handled from the first as the most direct and lasting communication of experience by man to men. It must never be thought of or represented as an ornament, an excrescence, a mere pastime or an accomplishment; above all, it must never be treated as a field of mental exercise remote from ordinary life." (Page 9).

In conclusion, the Committee wish again to bear tribute to the unremitting attention which the Librarian, Mr. Stephen, has given to the work of the Library, the development of which in various directions is largely due to his energy and initiative.

HENRY J. COPEMAN,

26th April, 1922.

Chairman.

DONORS TO THE LIBRARY

		Vols.	Pamphlets.
Alexander, S. P., Roughton, Norwich	...	2	
American Issue Publishing Co., Ohio	...	2	
Australia, Agent General for	...	1	
Back, Dr. A., Norwich	...	1	
Birmingham Public Libraries	...		1

			Vols.	Pamphlets.
Bristol Public Libraries	2	1
British Academy	1	
British Museum	14	2
Browne, T. B., Ltd., London	1	
Bunnett, Dr. E., Norwich		2
Caslon, H. W. and Co., Ltd., London	2	2
Chandler, W. B. H., Seething		1
City and Guilds of London Institute	1	
Clarke, W. G., F.G.S., Norwich	2	4
Colman, The Misses, Norwich	28	1
Colman, The Misses, and Mrs. E. T. Boardman	4	
Columbia Library	2	1
Cook, R. W., Norwich		1
Co-operative Union, Ltd., Manchester	1	
Daimler Co., Ltd., Birmingham	1	
Day, H. A. and J. A., Norwich.	4 Plants and	...	13	
Dean and Son, London	1	
Denny, H. L. L., London		1
Dent, J. M. and Sons, London	1	
Durham University	1	
Eagle, Star and British Dominions Insurance Co., London	1	
Euren, A. D., Norwich	1	
Fisher, G. H., Norwich	1	
Foresters, Ancient Order of, London	1	
Gandy, Wallace, London	1	
Glasgow Public Libraries	1	1
Glendenning, Major S. E., Norwich	1	
Goose, A. W., Norwich		1
Goose, H. H., Norwich	1	
Great Eastern Railway	1	
Gurney, J. H., F.L.S., F.Z.S., Keswick	53	1
Harvey, Lt.-Col. J. R., D.S.O., Executor of, Norwich	34	7
Henderson, F., J.P., Norwich		1
Hopper, Rev. E. C., Starston		1
India Office	1	
Ingleby, Holcombe, M.A., M.P., Sedgeford, King's Lynn		4
Institute of Chartered Accountants, London	1	
John Rylands Library, Manchester		3
Jones, Geo. W., London	1	
Keir, Lt.-Gen. Sir John L., Leamington	1	
King, W. T., Norwich	4	
Lanston Monotype Corporation, London	2	
Leeds University	1	

	Vols.	Pamphlets.
Leigh Browne Trust	2	
Library of Congress, Washington, U.S.A. ...	6	1
London Directory Co.	1	
London School of Economics	2	
London University	3	
Long, Sydney H., M.D., F.Z.S., Norwich ...	1	
Manchester Guardian, Ltd.	1	
Melrose, A. Ltd., London	1	
Mitchell, C. and Co., London	1	
Monro, Professor T. K., Glasgow		1
New South Wales, Agent General for ...	2	
New Zealand, High Commissioner for ...	1	
Norfolk County Council	2	3
Norfolk Women's Institute	2	
Norwich, Lord Bishop of	29	5
Norwich Charity Commission		2
Norwich Sunday School Union	24	
Oakley, H. P., Norwich		2
Overseas Trade, Department of	1	
Oxford University Press	1	
Patent Office, H. M. (The Controller) ...	71	
Paton, J. & J., London	1	
Peel, Rev. A., M.A., D.LITT., Great Harwood ...		1
Preston, A. W., Norwich		1
Riches, Miss S. E., Norwich	1	
Roberts & Co., Norwich		4
Robinson, J., Oulton Broad	1	
Rudd, A. J., Norwich	1	
Rudd, W. R., Norwich	2	
Rye, Walter, Norwich	3	4
St. Bride Foundation Printing School, London	1	5
Sheffield University	2	
Smithsonian Institute, Washington, U.S.A. ...	1	
South Africa, Director of Census	1	
South Australia, Agent General for	1	
Stationery Office, H. M.	66	188
Stubbs' Directories Ltd., London	1	
Tingey, J. C., M.A., Norwich		1
Tonic Sol-fa College, London	1	
Toynbee, Paget, D.LITT., F.B.A., Burnham, Bucks.	1	
Trinity College of Music, London	1	
United Kingdom Alliance, London	1	
United Typothetae of America, Chicago ...		1
Walter, J. H. F., Drayton		3
Willesden Public Libraries	4	1
Young, Lt.-Com. E. Hilton, D.S.O., M.P., London	13	

LENDING LIBRARY

Classification of the Issues of Books, 1921-22

CLASSES.	Stock of Vols.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals : 1919-20.	Totals : 1919-21.
General & Bibliography	49	42	41	35	26	49	44	39	27	11	16	6	9	345	109	3,838*
Philosophy	488	76	70	66	58	57	68	85	71	74	81	66	94	866	807	586
Religion	1,453	174	141	133	130	87	104	166	160	172	134	156	184	1,741	1,840	586
Sociology	1,616	246	207	166	172	170	224	315	261	253	268	272	287	2,841	2,630	791
Language & Literature	2,823	739	639	602	613	507	675	871	836	745	781	859	852	8,719	7,327	791
Natural Science	1,162	465	313	309	252	231	301	390	344	365	346	373	427	4,116	3,303	3,320
Useful Arts	1,169	458	393	350	376	334	418	492	514	493	536	534	590	5,488	5,069	3,320
Fine Arts	1,418	591	513	491	477	492	547	704	638	590	564	647	629	6,883	6,256	1,335
Biography	2,737	413	413	345	299	302	368	378	409	380	341	385	478	4,511	4,102	1,335
Geography and Travel	1,378	574	532	494	526	427	434	513	492	503	546	576	632	6,249	5,570	2,418
History	1,550	356	333	310	306	283	317	426	364	379	384	358	388	4,204	3,575	2,418
Fiction	6,003	9,342	8,349	7,878	8,628	8,501	8,869	9,880	9,781	9,594	10,014	9,475	10,375	110,686	87,429	63,384
Tales for Juveniles	2,088	1,716	1,550	1,427	2,151	2,193	2,786	3,758	3,880	3,296	2,982	2,670	2,879	31,288	21,656	— †
Miscellaneous Books for Juveniles	1,171	634	503	328	515	440	764	1,495	1,381	1,155	785	819	1,040	9,859	7,220	— †
	25,105	15,826	13,997	12,934	14,529	14,073	15,919	19,512	19,158	18,010	17,778	17,196	18,864	197,796	156,893	75,672
Number of days open	...	24	23	23½	24	24	23½	24	24	22½	24	22	24½	283	277½	308
Daily average issue, 1921-22	659	609	550	605	586	677	813	798	800	741	772	770	699	—	—
† " " " 1920-21	481	487	473	491	446	496	580	627	604	693	702	682	—	574	—
† " " " 1910-11	284	260	219	208	204	237	253	254	255	271	265	240	—	—	246

† The year before the work of reorganisation began.

* These 3,838 vols. were almost entirely old magazines which were borrowed for the fiction contained in them.

† The comparatively few books for juveniles were included in the various classes.

REFERENCE LIBRARY

Classification of the Issues of Books, 1921-22

CLASSES.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued. †	Totals 1920-21.
General and Bibliography	712	764	743	542	539	482	1,098	920	969	1,116	1,024	1,281	10,190	1,159
Philosophy	—	3	11	8	3	1	6	10	1	3	—	11	57	21
Religion	52	47	46	24	37	55	68	45	43	20	24	39	500	232
Sociology	165	115	85	55	86	163	181	139	145	153	162	170	1,619	650
Language and Literature	156	97	89	87	97	155	248	143	135	139	153	176	1,675	754
Natural Science	183	158	47	46	80	64	46	43	48	80	85	91	971	334
Useful Arts	192	186	108	90	172	154	170	174	179	248	177	237	2,087	1,086
Fine Arts	80	84	69	19	87	105	142	126	130	77	126	124	1,169	541
Biography	87	138	240	122	211	133	172	75	83	77	98	141	1,577	454
Geography and Travel	28	35	46	131	72	86	133	89	66	87	34	62	869	173
History	81	75	61	25	98	36	180	44	75	48	53	61	837	517
Local Collection	108	161	81	69	73	212	73	19	125	335	337	287	1,880	2,095
	1,844	1,863	1,626	1,218	1,555	1,646	2,517	1,827	1,999	2,383	2,273	2,680	23,431	8,016
Daily average issue	77	81	69	51	65	70	105	78	89	99	103	109	83	28
Number of days open	24	23	23½	24	24	23½	24	23½	22½	24	22	24½	282½	281½

† This year an attempt was made to record the number of directories, year-books, etc. (See page 4).

			£	s.	d.	£	s.	d.
By Sale of Borrowers' Tickets		14	6			
Papers		8	19	10		
Post Cards, &c.		11	12	0		
Special Fees for use of Library		24	2	6		
Rent of Basement		15	0	0		
"Readers' Guides"—Sale of copies		22	10	1		
Hire of Room		6	18	6		
Library Association Reception Fund—Donation				28	0	0		
Norwich Sunday School Union		do.		5	0	0		
Miscellaneous		7	11	10		
							130	9 3

Rate Contribution	3761	6	1
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Rent of Cottage and Hire of Room	...	14	6	1
Fines Account—Cost of fitting up Lazar House		93	18	5
		<hr/>		
		108	4	6

Balance, being excess Expenditure over Income	42 17 10
	<hr/>
	£4042 17 8

ended 31st March, 1922.

By Fines	£	s.	d.
Balance, being excess of Expenditure over Income						140	18	11
						47	8	8
						<u>£188</u>	<u>7</u>	<u>7</u>

REVENUE ACCOUNT FOR THE YEAR

Expenditure.

Hillen's Bequest Revenue Account for

	£	s.	d.
To Balance, being excess Income over Expenditure ...	25	11	4

BALANCE SHEET—

Liabilities.

	£	s.	d.	£	s.	d.
Sundry Creditors ...				313	15	3
Revenue Balance, 31st March, 1921 ...	42	17	10			
Less Deficiency for current year ...	42	17	10			
Fines Account—						
Revenue Balance, 31st March, 1921 ...	180	6	8			
Less Deficiency for the current year ...	47	8	8			
				132	18	0
Photographic Survey Account—						
Revenue Balance, 31st March, 1921 ...				5	0	5
Hillen's Bequest Revenue Account—						
Revenue Balance, 31st March, 1921 ...	44	7	4			
Ditto for the current year ...	25	11	4			
				69	18	8
				£521	12	4

ENDED 31ST MARCH, 1922.

Income.

the Year ended 31st March, 1922.

				£	s.	d.
By Dividends on Investment	25	11	4
				<hr/> <hr/>		

REVENUE ACCOUNT.

Assets.

				£	s.	d.	£	s.	d.
Sundry Debtors				4	0	0
Cash in hand—Treasurer	515	12	4			
Librarian	2	0	0			
				<hr/>			517	12	4

£521 12 4

ARTHUR F. GENTRY, F.S.A.A.,
City Accountant.

UNIVERSITY OF ILLINOIS-URBANA



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